

MY Degree Works!



**DegreeWorks Advisor Guide
Fall 2012**


DegreeWorks Faculty Advisor Guide Fall 2012

To access DegreeWorks, log in to Self Service Banner (MyBSU) and click on the Faculty Services tab. Click on the DegreeWorks tab. Your initial login for each session will direct you to search for a student in Banner using the normal student search process. After that search, you will conduct student searches using the following steps.

Part I: Finding Students and Running Audits

1. All BSU personnel with the “advisor role” in Banner can run student audits. You can find student audits by searching in one of two ways:

- Typing in the BSU ID number if available + ENTER:



The screenshot shows the top navigation bar of the DegreeWorks system. It includes the Ball State University logo and the tagline 'EDUCATION REDEFINED'. Below the logo is a search bar with a dropdown menu for 'Find Student ID' and a 'Find' button. To the right of the search bar are several tabs: 'Workbooks', 'Planner', 'Plans', 'Notes', 'Petitions', 'Exceptions', 'GPA Calc', and 'Admin'. Below the search bar, there are two columns of bullet points describing the system's benefits for students and advisors. To the right of the text is a photograph of a statue of a winged figure standing between two columns.

For students, DegreeWorks:

- Provides real-time advice and counsel
- Speeds time to graduation
- Provides intuitive web access to self-service capabilities
- Streamlines the graduation process
- Allows direct access to multiple related services and advice through hyperlinks to catalog information, class schedules, transcripts, help desk services, and FAQs

For advisors, DegreeWorks:

- Supports real-time delivery of academic advice through intuitive web interfaces
- Minimizes errors through consistent degree plans
- Supports more timely degree certification
- Reduces paperwork and manual program check sheets
- Supports and monitors unique program changes

- Clicking on the **FIND** button:

Back to SAS | Home | Student ID: [] | Name: [] | Degree: [] | Major: [] | Student Class Level: [] | Last Avail: [] | Last Refresh: []

Worksheets | Planner | Plans | Rates | Petitions | Exceptions | GPA Calc | Admin

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2. **FIND** leads you to a search menu with a number of options. To find an individual student, enter the first and last name:

DegreeWorks by SunGard Higher Education | DegreeWorks PROD Environment Find Students

Find Students

Student ID: [] | First Name: Steve | Last Name: Reed

Degree: All Degree Codes | **Major:** All Major Codes | **Student Attribute:** No Attribute selected

Student Class Level: All Student Class Level Codes | **Minor:** All Minor Codes

Concentration: All Concentration Codes | **Program:** All Program Codes

Student Type: All Student Type Codes

Chosen Repeatable Search Criteria: [] **Remove**

Search **Clear**

Students Found: 1

ID	Name ▲	Degree	Major	Student Class Level
<input checked="" type="checkbox"/>	[REDACTED] Reed, Steven Dwayne	000000 000000	Undeclared (UNDC) 0000 - No Major	4-Senior

OK **Cancel** **Check All** **Uncheck All**

SANITY HINT #1: If your search yields more than one student with the same name, click on **Uncheck All**, locate the student you are searching for by the additional info listed (major, class level), and check only the box next to that name.

3. Once you have checked the student box, choose **OK**, and the audit will appear.

4. The **FIND** menu also allows a search by any combination of the pull-down menus on the screen (Degree + Major or Degree + Major + Minor). Or, you can search by only one academic feature for a more targeted list (a particular minor only, for example):

The screenshot shows the 'Find Students' interface in DegreeWorks. At the top, there are input fields for Student ID, First Name, and Last Name. Below these are several filter categories, each with a pull-down menu: Degree (BA - Bachelor of Arts), Student Class Level (2-Sophomore), Major (All Major Codes), Minor (All Minor Codes), Concentration (All Concentration Codes), Program (All Program Codes), and Student Type (All Student Type Codes). A 'Student Attribute' field is set to 'No Attribute selected'. A 'Chosen Repeatable Search Criteria' box contains 'MAJOR: Biology (BIOL)'. There are 'Search' and 'Clear' buttons on the left, and a 'Remove' button on the right. Below the filters, a red banner indicates 'Students Found: 5'. A table lists the results:

ID	Name	Degree	Major	Student Class Level
<input checked="" type="checkbox"/>	[Redacted] Katherine Nicole	BA	Biology (BIOL)	2-Sophomore
<input checked="" type="checkbox"/>	[Redacted] Nicole Dawn	BA	Biology (BIOL)	2-Sophomore
<input checked="" type="checkbox"/>	[Redacted] Margaret Angela	BA	Biology (BIOL)	2-Sophomore
<input checked="" type="checkbox"/>	[Redacted] Tiffany Nicole	BA	Biology (BIOL)	2-Sophomore

At the bottom of the table are 'OK' and 'Cancel' buttons. To the right are 'Check All' and 'Uncheck All' buttons.

SANITY HINT #2: Too broad a search will yield far more results than anyone can tolerate, including DegreeWorks. The program is set to return no more than 600 student names for any search, and even at the allowable 600, DW will give the searcher a grouchy message about performance issues and big searches. So, if you search on broad criteria such as **BS** and **Seniors**, the return list will be too large and result in general audit malaise.

SANITY HINT #3: Be sure to choose **Clear** between searches. Otherwise, the program will attempt to find students based on your total history of searching in a single DW session. That can't be good.

Part II: Viewing Audits and Understanding the Rascals

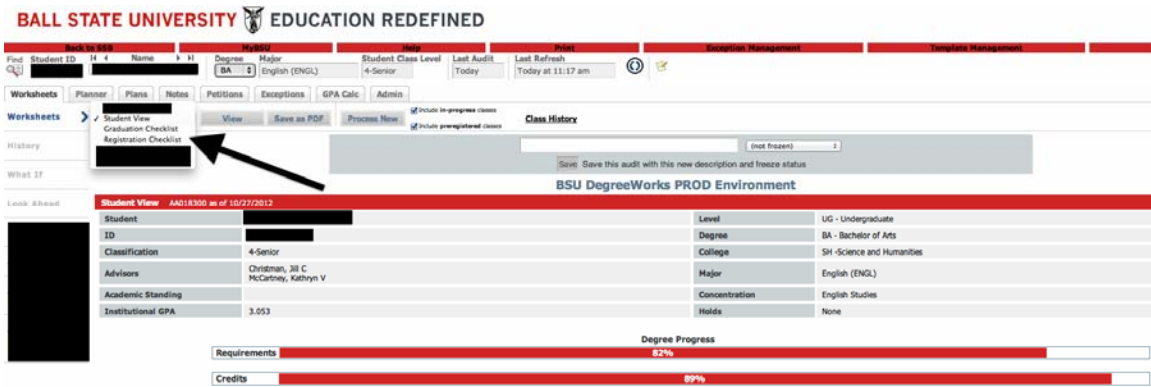
Audits consist of two broad categories of information:

- real-time academic detail in a static format, the “snapshot” of a student’s academic programs, grades, transfer credit, assigned advisor, etc.
- You’re going to love this: interactive features such as course offerings within the audit (think of the former Course Planner on steroids), GPA calculations, and planner functionality to “map out” a student’s four-year plan.

1. First, the static, detailed audit and its menus and tabs. For most faculty advisors and university personnel, an audit (in DW jargon, “audits” are called “worksheets”) includes the following menu features:

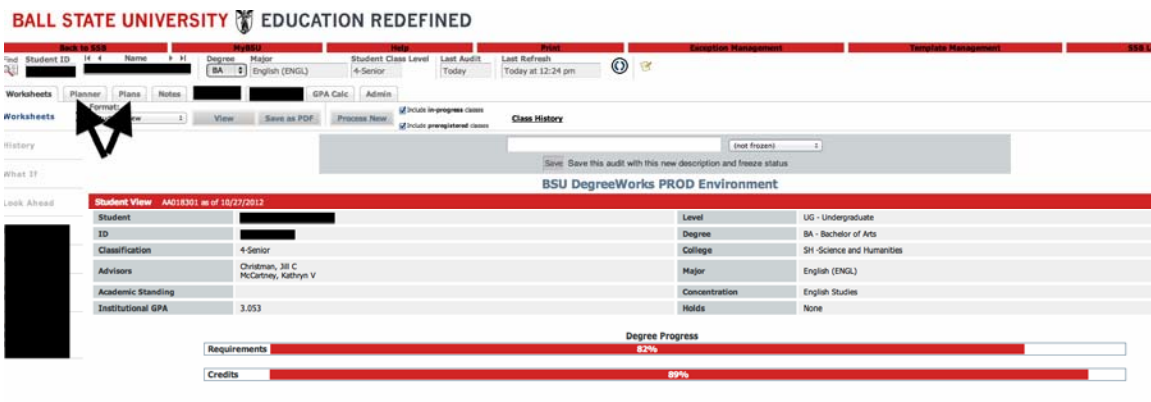
- Student view
The most detailed audit worksheet, this view includes all features of a student’s academic program. It is also the “default” audit that first appears after a search.
- Registration Checklist
This worksheet lists only the courses a student has yet to complete.
- Graduation Checklist
The Graduation Checklist provides a quick summary of the completion (or not so much) of all graduation requirements reflected on the Student View without all of the detail.

To access the various audit worksheets, use the pull-down menu, make your selection, and choose **VIEW**.



2. Other tabs along the top of the audit worksheet include the following:

- **Planner**



This function allows a student and advisor to create a 4-year degree completion plan organized by semester. Courses can be loaded individually by semester and plans can be saved for later reference as a student progresses through the degree. **NOTE:** coming LIVE to a Planner near you.....DegreeWorks will include templates for each BSU major--pre-populated 4-year plans that can be pulled into a student's audit and adjusted, thus avoiding the course-by-course populating of a student's plan. These templates should be available Spring 2013.

- **Notes**

BALL STATE UNIVERSITY EDUCATION REDEFINED

Back to DWS | Home | Print | Suspension Management | Template Management | 888 Log

Student ID: [redacted] Name: [redacted] Degree: BA Major: English (ENGL) Student Class Level: 4-Senior Last Audit: Today Last Refresh: Today at 12:24 pm

Worksheets: Planner | Plans | Notes | GPA Calc | Admin

Worksheets > Student View | View | Save as PDF | Process Now | Include in-progress classes | Include pre-registered classes | Class History

History

What If

Look Ahead

Student View AQ18301 as of 10/27/2012

Student	[redacted]	Level	UG - Undergraduate
ID	[redacted]	Degree	BA - Bachelor of Arts
Classification	4-Senior	College	SH - Science and Humanities
Advisors	Christman, Jill C McCartney, Kathryn V	Major	English (ENGL)
Academic Standing		Concentration	English Studies
Institutional GPA	3.053	Holds	None

Requirements **82%**

Credits **89%**

The Notes feature allows advisors to maintain **permanent** notes about a student's progress, questions, and concerns. The notes are viewable by anyone accessing the audit.

View Notes

Note Text	Created By	Create Date
The student requested a review of XXX 346 transferred from Purdue. Dept. chair determined it would be elective credit. Student was advised to consider financial aid consequences before withdrawing from any course.	Helm, Laura L	10/27/2012
	Helm, Laura L	10/27/2012

• GPA Calc

BALL STATE UNIVERSITY EDUCATION REDEFINED

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What If

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The DW GPA calculators allow students and advisors to process different scenarios and determine impact to GPAs.

The Admin tab next to GPA Calc allows each DW user to manage log-in information.

The PDF button, well, converts everything to a PDF for a more printable and shareable version of the audit.

2. The tabs along the left-hand side of the worksheet include **What If** (allows a student contemplating a major change (and who doesn't?) to view the audit worksheet according to the requirements of the new major) and **Look Ahead** (documents how planned courses will fit into the student's degree plan).

BALL STATE UNIVERSITY EDUCATION REDEFINED

Student ID: [redacted] Name: [redacted] Degree: BA Major: English (ENGL) Student Class Level: 4-Senior Last Audit: Today Last Refresh: Today at 12:24 pm

Worksheets: Planner Plans Notes GPA Calc Admin

Format: Student View View Save as PDF Process New Class History

Save this audit with this new description and freeze status

BSU DegreeWorks PROD Environment

Student View AM18301 # of 10/27/2012

Student	[redacted]	Level	UG - Undergraduate
ID	[redacted]	Degree	BA - Bachelor of Arts
Classification	4-Senior	College	SH - Science and Humanities
Advisors	Christman, Jill C McCartney, Kathryn V	Major	English (ENGL)
Academic Standing		Concentration	English Studies
Institutional GPA	3.053	Hold	None

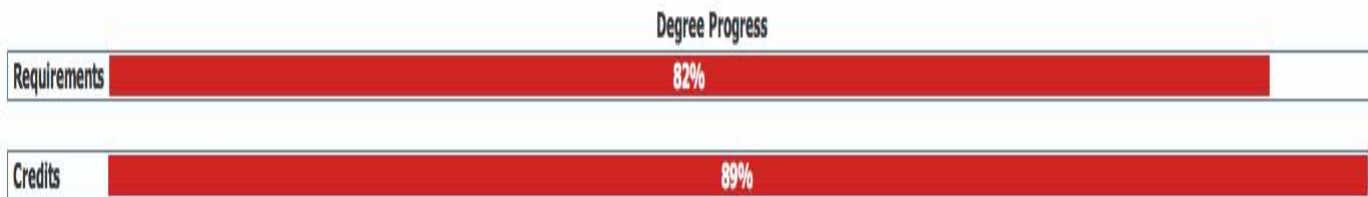
Degree Progress

Requirements **82%**

Credits **89%**

3. The rest of the audit's first block includes the student's academic information as it appears in Banner: academic program (major, concentrations, minors), freshman advisor or faculty advisor and (for an upper-division student) the advising resource center advisor; registration holds; and cumulative GPA.

Key visuals in that first block are the **progress bars**, which represent the student's progress toward degree completion. The **Requirements Bar** illustrates the completed percentage of specific program requirements (Core Curriculum + major + concentration + minor) contained within the audit. The **Credits Bar** indicates the percentage of credits completed based on the total required for the student's degree.



4. Included at the bottom of the first block: the audit legend (oh, please, no—not me. But thanks for that). The DegreeWorks legend includes colors and symbols to provide an easier visual record of detailed program information:

Legend

- ✔ Complete
- ✘ Not Complete
- * Prerequisite Required
- ☑ Complete except for classes in-progress
- ☒ Nearly complete - see advisor
- () Range of Classes
- (T) Transfer Class
- (0) Any course number



Legend

- Complete
 - Not Complete
 - (*) Prerequisite Required
-

- Complete except for classes in-progress
- Nearly complete - see advisor
- (:) Range of Classes

NOTE: In DegreeWorks, the audit legend appears at the bottom of the audit as well.

Part III: Details, Details


The “meat” (yum) of the audit worksheet is contained in the following blocks. Nearly all audits will include degree blocks, Core Curriculum blocks, and major blocks. Other blocks that will appear depending on a student’s total curriculum include concentrations, minors, licensure information, general electives, and insufficient coursework. Below are screenshots of these blocks. Note each block includes completed courses, grades, and the semester of completion.

1. Degree Block

Degree In Bachelor of Arts		Catalog Year:	2010-2011	Credits R
		GPA:	3.053	Credits
Unmet conditions for this set of requirements: 120 hours are required. You currently have 107, you still need 13 more hours.				
<input checked="" type="checkbox"/> You meet the minimum GPA requirement				
<input type="checkbox"/> University Core Requirements	Still Needed: See University Core Curriculum section			
<input checked="" type="checkbox"/> WISER+ Guidelines				
<input type="checkbox"/> Foreign Language Requirements	Still Needed: See Foreign Language Requirement section			
<input type="checkbox"/> Major Requirements	Still Needed: See Major in English section			

Catalog Year:	2010-2011	Credits Required:	120
GPA:	3.053	Credits Applied:	107

IFS.



NOTE: Like all other blocks, the Degree Block includes catalog year, total credits, and GPA information for the requirements in that particular block. It's quite typical for catalog years to vary from the degree block to the major/minor blocks—students are held to the catalog requirements current for that semester during which they declared any of those academic components. (Okay, admit it: That GPA-by-major-minor-etc. function is one FINE feature, isn't it?)

2. University Core Curriculum Block

University Core Curriculum		Catalog Year:	2010-2011	Credits Required:	36
		GPA:	2.955	Credits Applied:	39
Refer to the Advising Handbook for specific information on the University Core Curriculum. http://cms.bsu.edu/Academics/Advising/AcademicBasics/AdvisingHandbook.aspx					
WRITTEN COMMUNICATION					
English sequence is determined by placement. A minimum grade of 'C' is required in ENG 101, 102, 103 and 104. The Writing Proficiency Exam, a requirement for graduation, is to be taken after earning credit in ENG 104 and 60 credit hours. The exam must be passed prior to graduation.					
Written Communication	ENG 103 Satisfied by	TRANSFER CREDIT ENG-W131 - Indiana Univ Kokomo	T	3	Fall 2010
	ENG 104 Satisfied by	TRANSFER CREDIT ENG-W132 - Indiana Univ Kokomo	T	3	Fall 2010
Fundamentals of Public Communication	COMM 210 Satisfied by	TRANSFER CREDIT SPCH-S121SPCH-S121 - Indiana Univ Kokomo	T	3	Fall 2010
HISTORY					
World Civilization I and II	HIST 151	World Civ 1	B-	3	Fall 2010
	HIST 152	World Civ 2	B+	3	Spring 2011

ENG 103	TRANSFER CREDIT	T	3	Fall 2010
Satisfied by	ENG-W131 - Indiana Univ Kokomo			
ENG 104	TRANSFER CREDIT	T	3	Fall 2010
Satisfied by	ENG-W132 - Indiana Univ Kokomo			
COMM 210	TRANSFER CREDIT	T	3	Fall 2010
Satisfied by	SPCH-S121SPCH-S121 - Indiana Univ Kokomo			

Note: This student's transfer credit is marked with a "T" grade within the audit, reflecting the university's policy that transfer credits, but not the grades for those credits, are included as part of the student's BSU academic record.

SANITY HINT #4 (forgot about these, didn't you?): You will see two versions of the University Core Curriculum among student audits. Depending on year of matriculation, students will be held to the requirements of UCC-21's tiered curriculum or the previous Core, whatever we called it.

3. Major and Concentration Blocks

Major In English		Catalog Year:	2010-2011
		GPA:	3.230
<input type="checkbox"/> Modern or Classical Language	Still Needed: See Foreign Language Requirement section		
<input type="checkbox"/> Concentration Requirements	Still Needed: See Conc in English Studies section		
Conc In English Studies		Catalog Year:	2010-2011
		Credits Required:	36
		GPA:	3.555
		Credits Applied:	27
Unmet conditions for this set of requirements: 36 hours are required. You currently have 27, you still need 9 more hours.			
A minimum grade of 'C' is required in all courses.			
<input type="checkbox"/> Introduction to English Studies	Still Needed: 1 Class in ENG 210*		
<input checked="" type="checkbox"/> Language and Society	ENG 220	Language and Society	RG (3) Fall 2012
<input checked="" type="checkbox"/> Reading and Writing about Literature	ENG 230	Read Wr Lit	A- 3 Fall 2011
<input checked="" type="checkbox"/> Introduction to Creative Writing	ENG 285	Intr Cr Wr	A 3 Fall 2011
<input type="checkbox"/> Senior Seminar	Still Needed: 1 Class in ENG 444		
<input checked="" type="checkbox"/> Creative Writing	ENG 308	Poetry Wr	A 3 Spring 2012
<input checked="" type="checkbox"/> Linguistics	ENG 321	Linguistics	B 3 Spring 2012
<input checked="" type="checkbox"/> Literature	ENG 280	British Lit 2: 1780 to Pres	RG (3) Fall 2012
<input type="checkbox"/> Rhetoric / Writing	Still Needed: 3 Credits in ENG 231* or 303* or 329 or 335* or 431* or 435*		
<input checked="" type="checkbox"/> English Electives	ENG 307	Fic Wr	A 3 Spring 2012
	ENG 320	Intr Ling Sc	B- 3 Spring 2012
	ENG 425	Film Studies	RG (3) Fall 2012
Electives may not include any course specially designed for teacher preparation: ENG 302, 304, 311, 318, 350, 395, 401. May include only 3 hours of ENG 369.			



Still Needed: 1 Class in ENG 444					
ENG 308	Poetry Wr	A	3	Spring 2012	
ENG 321	Linguistics	B	3	Spring 2012	
ENG 280	British Lit 2: 1780 to Pres	RG	(3)	Fall 2012	
Still Needed: 3 Credits in ENG 231* or 303* or 329 or 335* or 431* or 435*					
ENG 307	Fic Wr	A	3	Spring 2012	
ENG 320	Intr Ling Sc	B-	3	Spring 2012	
ENG 425	Film Studies	RG	(3)	Fall 2012	

Note: On the major block, this student's audit shows he has completed two required courses in one category (highlighted in a yellowish hue) and is currently registered (RG) for a third. The next category is an electives category, colored in a light blue to reflect incomplete. The * symbol behind course numbers means prerequisites exist to that course. Other important symbols include @ (as in ENG 4@@), which means any 400-level course fulfills that given requirement, and (:) (ENG 200:299), which means the requirement is fulfilled by any course within that ENG numerical range. English majors appear to be an ambiguous lot, don't they?

4. Minor Block

Minor in Creative Writing		Catalog Year: 2010-2011	Credits Required:
		GPA: 3.833	Credits Applied:
Unmet conditions for this set of requirements: 18 hours are required. You currently have 6, you still need 12 more hours.			
A minimum grade of 'C' is required in all courses.			
<input checked="" type="checkbox"/>	Reading and Writing about Literature	ENG 230	Read Wr Lit
			A- 3 Fall 2011
<input checked="" type="checkbox"/>	Introduction to Creative Writing	ENG 285	Intr Cr Wr
			A 3 Fall 2011
<input type="checkbox"/>	Creative Writing Electives	Still Needed: You must select courses with your advisor. 12 hours of creative writing courses, including at least 3 hours from courses numbered 405 and above	
Still Needed: You must select courses with your advisor. 12 hours of creative writing courses, including at least 3 hours from courses numbered 405 and above			



NOTE: Audits often contain important notes or pieces of information called "proxy advice" to help a student understand requirements that cannot be fulfilled with a finite list of specific courses. The statement above appears within the minor block and refers to a broad category of electives.


5. The remaining blocks appear at the end of the audit:

- **General Electives** (sometimes referred to as “fall-through” courses, but that seems scary) are courses that do not fulfill other program requirements.
- **Insufficient** courses are typically those for which the student has not earned a passing grade, though they can be passing but not high enough to count in a particular major.
- The **In-progress** block is simply a single section noting the student’s current registration.

Part IV: Stuff That Doesn’t Fit in I, II, or III

1. Course look-up within the audit worksheet

For any “Still Needed” course within the audit, a student can click on the course and view the next semester’s schedule information for that course:



Still Needed: 1 Class in ENG 210*				
ENG 220	Language and Society	RG		(3)
ENG 230	Read Wr Lit	A-		3
ENG 285	Intr Cr Wr	A		3

An investigation in some depth of a problem or question in English studies. Specific topics will vary by section and will be announced in advance by the instructor. Prerequisite: senior standing or permission of the department chairperson. Open only to senior English majors and English/language arts teaching majors.

Attributes: TIR3 - Tier 3 Immersive Exper Req
 VART - Variable Title Course Offering
 WRIT - WISER Writing Req

Sections:	Term	Crn	Section	Seats Open	Meeting Times
	Spring 2013	20303	1	15 (out of 15)	Tu Th 14:00 - 15:15
		25083	2	18 (out of 18)	M W F 09:00 - 09:50
		25086	3	15 (out of 15)	Tu Th 17:00 - 18:15

The course information window includes the catalog description of the course as well as prerequisite or restriction information.

2. **Process New** at the top of the audit should be chosen whenever an advisor with appropriate access has changed something in a student’s audit (processed a course substitution, for example) and needs an updated audit.

3. Often overlooked but nonetheless loved, the **Class History** feature at the top of the audit, when selected, provides a semester-by-semester summary of the student’s completed coursework:

Fall 2010				
COMM 210	TRANSFER CREDIT		T	3
Transferred from	SPCH-S121SPCH-S121 - Indiana Univ Kokomo			
ENG 103	TRANSFER CREDIT		T	3
Transferred from	ENG-W131 - Indiana Univ Kokomo			
ENG 104	TRANSFER CREDIT		T	3
Transferred from	ENG-W132 - Indiana Univ Kokomo			
FIN 101	Fiscal Well		A	1
HIST 151	World Civ 1		B-	3
HIST 202	TRANSFER CREDIT		T	3
Transferred from	HIST-H106HIST-H106 - Indiana Univ Kokomo			
HSC 160	Human Health		B-	3
POLS 130	Amer Nat Gov		B	3
PSYS 100	TRANSFER CREDIT		T	3
Transferred from	PSY-P103 - Indiana Univ Kokomo			
PSYS 324	Psych Women		A	3
SOC 100	TRANSFER CREDIT		T	3
Transferred from	SOC-S100 - Indiana Univ Kokomo			
SS 150	Intro Ss Ed		A	3
TRNS 999	TRANSFER CREDIT		T	3
Transferred from	COAS-E103COAS-E103 - Indiana Univ Kokomo			
TRNS 999	TRANSFER CREDIT		T	3
Transferred from	COAS-E105COAS-E105 - Indiana Univ Kokomo			

4. GPA Calculator

The **GPA Calc** tab at the top of the audit is actually 3 GPA calculators, each designed to provide grade-point average information according to various scenarios. The Graduation Calculator helps students determine what they will need to achieve academically to reach a desired final GPA goal. The first table pulls in the current GPA from the audit; the student enters in the other three fields, including the remaining credits,

the total required (120 for most programs), and the desired GPA. After choosing **Calculate**, the student can see the averages needed to reach the goal.

Current GPA	3.053
Credits Remaining	63
Credits Required	120
Desired GPA	3.5

Calculate

Current GPA	3.053
Credits Remaining	63
Credits Required	120
Desired GPA	3.5

You need to average a 3.904 over your final 63 Credits to graduate with your desired GPA.

SANITY HINT #5: Everyone should strive to be realistic in setting GPA goals and predicting end-of-term grades. ‘Nuff said.

The **Term Calculator** is useful for estimating what the cumulative GPA will be at the end of a semester.

Current GPA

3.053

Credits Earned So Far

68

	Credits	Grade
ENG 220	3	B+ [3.333] ↕
ENG 280	3	B- [2.667] ↕
ENG 405	3	A- [3.667] ↕
ENG 425	3	C [2.000] ↕
ENG 425L	0	A [4.000] ↕
FR 201	3	A [4.000] ↕
Class 7		A [4.000] ↕
Class 8		A [4.000] ↕
Class 9		A [4.000] ↕
Class 10		A [4.000] ↕

Calculate

3.067

By achieving the grades listed here, your GPA at the end of the term will be 3.067

Recalculate



Finally, the **Advice Calculator** provides several scenarios within one calculation based solely on current GPA and credits completed:

Current GPA
Credits Earned
Desired GPA

3.053
68
3.2

To achieve your desired GPA, you need one of the following:

- 12 Credits at 4.000 (A) grade average
- 21 Credits at 3.667 (A-) grade average
- 75 Credits at 3.333 (B+) grade average

Note: Results that would require you to take more than 150 Credits have been omitted.



5. What If Audits

What If audits offer students an opportunity to see how changing majors, adding minors, or otherwise altering their curricula can affect their progress toward graduation. The **What If** tab is located in the left-hand menu. Once accessed, the audit requires the student choose the type of degree, an academic major/minor/concentration, and any potential courses (though the course section does not have to be fully completed). Clicking the **Process What If** button will create the new audit with the impact of the curriculum changes in blue.

Select your primary area of study

Catalog Year: 2010-2011
Program: (pick a Program)
Degree: (pick a Degree)
Major: (pick a Major)
Concentration: (pick a Concentration)
Minor: (pick a Minor)

Select your additional areas of study

Major: (pick a Major)
Concentration: (pick a Concentration)
Minor: (pick a Minor)
Chosen Areas of study: [Add] [Remove]

Choose Your Future Classes

Enter a course and click Add Course: Subject [] Number [] Add Course
Courses you are considering: [] Remove Course

6. The DegreeWorks Planner

The Planner screen opens to a split-view screen that includes a slightly smoothed version of the Student View audit on the left and this view of the Student Educational Planner on the right:

Student Educational Planner

Student	
Current Term	Fall 2012
Description	<input type="text"/>
Catalog Year	2010-2011 ▾
Last Modified	

Active Plan

Locked

Load in a pre-defined plan

Select Term ▾

▶ More info on these classes

⋮	<input type="text"/>	<input type="text"/>	<input type="text"/>	Notes <div style="border: 1px solid #ccc; height: 100px;"></div>
⋮	<input type="text"/>	<input type="text"/>	<input type="text"/>	
⋮	<input type="text"/>	<input type="text"/>	<input type="text"/>	
⋮	<input type="text"/>	<input type="text"/>	<input type="text"/>	
⋮	<input type="text"/>	<input type="text"/>	<input type="text"/>	
⋮	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total			<input type="text"/>	

Select Term ▾

▶ More info on these classes

⋮	<input type="text"/>	<input type="text"/>	<input type="text"/>	Notes <div style="border: 1px solid #ccc; height: 50px;"></div>
⋮	<input type="text"/>	<input type="text"/>	<input type="text"/>	
⋮	<input type="text"/>	<input type="text"/>	<input type="text"/>	

As noted earlier in this tome, templates for each major should be available Spring13. These would be accessed via **Load in a pre-defined plan** just above the first term on the left of this screen. Until then, students and advisors may build plans directly in the Planner. The first step is to choose the term for the first semester from the drop-down menu.

Next, the Planner can be populated with courses in two different ways: The course can be dragged directly from the left-hand audit into the semester the course is to be taken, or the course prefix and number can be keyed into the semester.

Active Plan
 Locked
Load in a pre-defined plan

Fall 2013

▶ More info on these classes

ENG 210	3
ENG 444	3
ENG 231	3
ENG 286	3
ENG 333	3
Total	15

Notes
 ENG 444 fulfills Tier 3 of the Core Curriculum.

Spring 2014

▶ More info on these classes



FR 202	3
ENG 485	3
-GENERAL ELECTIVES	3
-GENERAL ELECTIVES	3
-GENERAL ELECTIVES	3
Total	15

Notes
 Considering a minor rather than electives.

The notes box allows free-form text to serve as additional information for student and advisor. Because not every requirement can be listed with a specific course number (directed electives in a major, for example), the advisor or student can enter less specific information with a (-), like the –General Electives entry in the example above.

Once all semesters have been completed, the box next to each semester must be checked, and the **Process New** button selected. The planned courses will appear in the planner audit worksheet on the left with the letters **PL** and the text **Planned:**

Foreign Language Requirement					
MODERN OR CLASSICAL LANGUAGE					
French					
FR 101	Beginning 1	B	4		Fall 2011
FR 102	Beginning 2	C	4		Spring 2012
FR 201	Intermediate French 1	RG	(3)		Fall 2012
(FR 202)	Intermediate French 2	PL	(3)		PLANNED

Just as important are those courses **planned** but **not counting** for program requirements. These appear at the bottom of the Planner audit worksheet in the block Not Counted:

Not Counted
-GENERAL ELECTIVES
-GENERAL ELECTIVES
-GENERAL ELECTIVES
ENG 286
ENG 333
ENG 485

The electives are just placeholders in the plan; once the student has made a decision on the electives, the planner can be updated to pull in specific courses. The other courses appear in “Not Counted” because they fulfill no requirements on the student’s academic program. The student and advisor need to reconsider their inclusion on the plan.

Plans can be saved and called up for reference; new plans can be created by choosing “Add new plan” from the drop-down menu.

SANITY HINT #6: Changing a plan and clicking “Save Plan” will not save a new copy of the plan—it will override the current plan.

Part V: Final Stuff

DegreeWorks is wonderful academic planning and degree progress tool, but like all degree audits, it is a living document. Curriculum changes annually, and student records are full of exceptions to requirements and substitutions for individual courses. Every effort has been made to create correct audits during this period of transition from our old audit system to this new tool. Still, there will undoubtedly be audit errors: a missing exception, a course not programmed correctly on a major, even a statement that just doesn't "read" in the way an academic department intended. Students should always consult their academic advisors with questions or concerns about their degree audits. Departments and colleges with issues about their programs as they are depicted in DegreeWorks can email their concerns to lhelms@bsu.edu.