

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

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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.

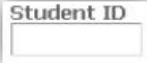
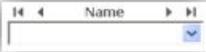
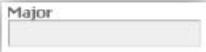
Access to Degree Works

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

	Unless student ID is known, the find button will be used to search for students
	Here the user can enter a student's gtID and bring up their audit
	Student name will display here
	Current student's degree will be displayed here. The drop down can be used to switch between primary and secondary degree's
	Current student's major will be displayed here
	Level of student will be displayed here (US or GS)
	Students classification will be displayed here (Freshman, Sophomore, Junior, Senior, etc.)
	If a degree candidate, information will display here
	Displays the last date an audit was performed for the current student
	Displays the last date and time the audit was refreshed

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


Find Students

Degree	Major
All Degree Codes ▾	All Major Codes ▾
Level	Minor
All Level Codes ▾	All Minor Codes ▾
Student Class Level	College
All Student Class Level Codes ▾	All College Codes ▾
Catalog Year	Concentration
All Catalog Year values ▾	All Concentration Codes ▾
	Program
	All Program Codes ▾

Chosen Repeatable Search Criteria

MAJOR: Art

Remove

Search
Clear

Student Search

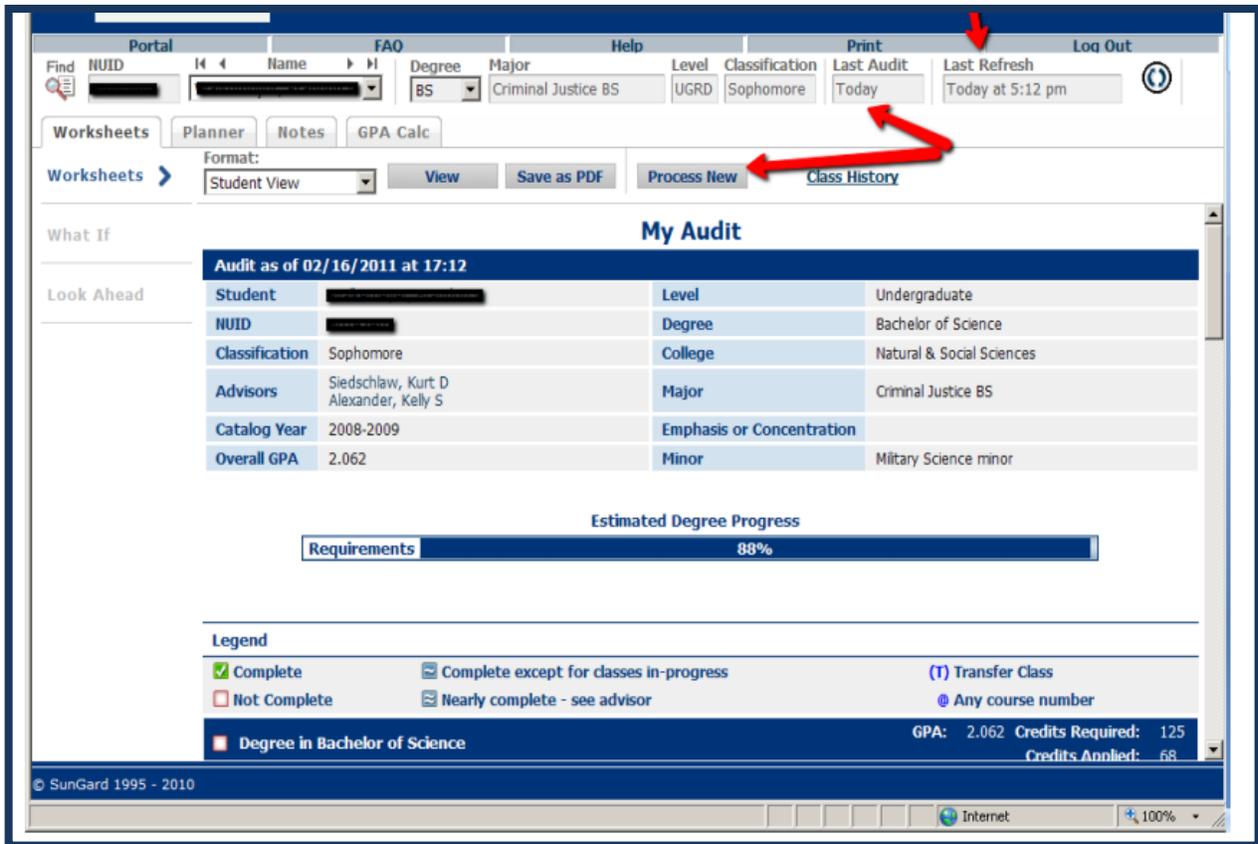
Please wait while we search the database...

OK
Cancel
Check All
Uncheck All

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

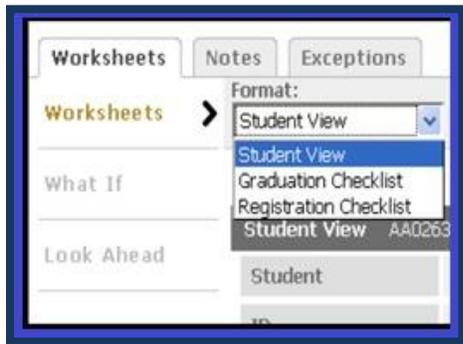


The screenshot shows the 'My Audit' page in Degree Works. At the top, there are navigation tabs: Portal, FAO, Help, Print, and Log Out. Below these are search and filter options for NUID, Name, Degree (BS), Major (Criminal Justice BS), Level (UGRD), and Classification (Sophomore). The 'Last Audit' is 'Today' and 'Last Refresh' is 'Today at 5:12 pm'. There are buttons for 'Process New' and 'Class History'. The main content area shows audit details for a student as of 02/16/2011 at 17:12. Below this is an 'Estimated Degree Progress' bar showing 88% completion of requirements. A legend at the bottom explains the status of requirements (Complete, Not Complete, etc.) and shows the student's GPA (2.062), Credits Required (125), and Credits Applied (68).

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



STUDENT VIEW

Planner Plans Notes Petitions Exceptions GPA Calc Admin

Format: Student View Include in-progress classes Include preregistered classes [Class History](#)

CONTACT ONLY TESTING FOR SENIOR EXIT EXAM at 90 HOURS

Using Information Technology Still Needed: 1 Class in CSCI 1100

General Education Requirements Catalog Year: 2013 Credits Required: 41
Credits Applied: 21

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.

<input type="checkbox"/> WRITTEN COMPOSITION					
<input type="checkbox"/> Critical Reading and Expository Writing	Still Needed:	1 Class in ENGL 1010			
<input type="checkbox"/> Critical Thinking and Argumentation	Still Needed:	1 Class in ENGL 1020			
<input checked="" type="checkbox"/> ORAL COMMUNICATION	SPCH 2300	Public Speaking	A-	3	Spring 1995
<input checked="" type="checkbox"/> LITERATURE	ENGL 2220	Amer Maj Authors	D	3	Fal 1994
<input type="checkbox"/> FINE ARTS	Still Needed:	1 Class in ARTH 2010 or 2020 or DANC 3500 or HUMT 2310 or 2320 or MUSC 1030 or 1035 or THEA 1030			
<input checked="" type="checkbox"/> HUMANITIES	PHIL 2020	Values & Society	B-	3	Spring 1995
<input checked="" type="checkbox"/> SOCIAL AND BEHAVIORAL SCIENCES	ECON 2210	Prin Of Economics I	B+	3	Spring 1997
	PSYC 1310	Intro To Psych	B	3	Fal 1993
<input checked="" type="checkbox"/> HISTORY					
<input checked="" type="checkbox"/> The United States to 1877	HIST 2010	U.S. To 1877	D	3	Fal 1993
<input checked="" type="checkbox"/> The United States since 1877	HIST 2020	U.S. Since 1877	B	3	Fal 1994
<input type="checkbox"/> NATURAL SCIENCES					
<input type="checkbox"/> Anatomy and Physiology I	Still Needed:	4 Credits in HSCI 2010 or 2011			
<input type="checkbox"/> Anatomy and Physiology II	Still Needed:	4 Credits in HSCI 2020 or 2021			
<input type="checkbox"/> Probability and Statistics - Noncalculus	Still Needed:	1 Class in MATH 1530			

Catalog Year: 2012 Credits Required: 25



Graduation Checklist View

EAST TENNESSEE STATE UNIVERSITY
Degree Works Degree Now Not Later!

Find	Student ID	Name	Degree	Major	Level	Student Class Level	Last Audit	Last Refresh
	<input type="text"/>	<input type="text"/>	BS	Allied Health	UG	Senior	Today	Today at 12:13 am

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

Worksheets > Format: Graduation Checklist View Save as PDF Process New Include in-progress classes Include preregistered classes [Class History](#)

History	<input type="checkbox"/> Critical Reading and Expository Writing	
	<input type="checkbox"/> Critical Thinking and Argumentation	
What If	<input checked="" type="checkbox"/> ORAL COMMUNICATION	SPCH 2300
	<input checked="" type="checkbox"/> LITERATURE	ENGL 2220
Look Ahead	<input type="checkbox"/> FINE ARTS	
	<input checked="" type="checkbox"/> HUMANITIES	PHIL 2020
	<input checked="" type="checkbox"/> SOCIAL AND BEHAVIORAL SCIENCES	ECON 2210, PSYC 1310
Financial Aid	<input checked="" type="checkbox"/> The United States to 1877	HIST 2010
	<input checked="" type="checkbox"/> The United States since 1877	HIST 2020
Aid History	<input type="checkbox"/> Anatomy and Physiology I	
	<input type="checkbox"/> Anatomy and Physiology II	
Athletic Eligibility	<input type="checkbox"/> Probability and Statistics - Noncalculus	
	<input type="checkbox"/> Major in Allied Health	Catalog Year: 2013 Credits Required: 25 GPA: 1.300 Credits Applied: 4
Athletic Eligibility History	<input checked="" type="checkbox"/> Intro to Chemistry or General Chemistry	CHEM 1110
	<input type="checkbox"/> Introduction to Microbiology	

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.

Planner	Plans	Notes	Petitions	Exceptions	GPA Calc	Admin
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Format: Registration Checklist Include in-progress classes Include preregistered classes [Class History](#)

ETSU Student Program Audit

Degree in Bachelor of Science	Catalog Year: 2013 Credits Required: 120 GPA: 2.792
Still Needed: See General Education Requirements section Still Needed: See Major in Allied Health section Still Needed: 1 Class in CSCI 1100	
General Education Requirements	
Still Needed: 1 Class in ENGL 1010 Still Needed: 1 Class in ENGL 1020 Still Needed: 1 Class in ARTH 2010 or 2020 or DANC 3500 or HUMT 2310 or 2320 or MUSC 1030 or 1035 or THEA 1030 Still Needed: 4 Credits in HSCI 2010 or 2011 Still Needed: 4 Credits in HSCI 2020 or 2021 Still Needed: 1 Class in MATH 1530	
Major in Allied Health	Catalog Year: 2013 Credits Required: 25 GPA: 1.3 Credits Applied: 4
Still Needed: 1 Class in HSCI 2230 Still Needed: 1 Class in HSCI 2231 Still Needed: 1 Class in ALHE 2010 Still Needed: 1 Class in ALHE 2020 Still Needed: 1 Class in ALHE 4060 Still Needed: 1 Class in ALHE 4070 Still Needed: 1 Class in ALHE 4100 Still Needed: 1 Class in FMVH 3030	

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.

Degree in Bachelor of Arts						Catalog Year: 2012	Credits Required: 120
						GPA: 2.606	Credits Applied: 112
Unmet conditions for this set of requirements:						120 credits are required for the degree. You currently have 112, you still need 8 more credits.	
<input checked="" type="checkbox"/> You meet the minimum GPA requirement							
<input type="checkbox"/> General Education Requirements		Still Needed: See General Education Requirements section					
<input type="checkbox"/> BA Core Requirements		Still Needed: See Additional College of Arts & Sciences Requirements section					
<input type="checkbox"/> Major Requirements		Still Needed: See Major in Art section					
<input type="checkbox"/> Required Minor		Still Needed: MINOR block was not found but is required					
<input type="checkbox"/> Proficiency Requirements		Still Needed: See Proficiency-Intensive (P-1) Requirements section					
<input type="checkbox"/> You Must Apply for Graduation at 90 Hours							
<input type="checkbox"/> Contact Univ Testing for Senior Exit Exam at 90 Hours							
<input checked="" type="checkbox"/> Using Information Technology		CSCI 1100	USING INFORMATION TECH	A-	2	Spring 2009	
		Satisfied by	BUSA2650 - CMPTR INFORMATN SYSTMS - King College				
General Education Requirements						Catalog Year: 2012	Credits Required: 41
						Credits Applied: 42	
<input checked="" type="checkbox"/> WRITTEN COMPOSITION							
<input checked="" type="checkbox"/> Critical Reading and Expository Writing		ENGL 1010	CRIT READ/EXPOS WRITING	B+	4	Fal 2008	
		Satisfied by	ENGL1110 - ART OF DISCOURSE:COMP - King College				
<input checked="" type="checkbox"/> Critical Thinking and Argumentation		ENGL 1020	Crit Thinking/Argumen	B-	3	Fal 2010	
<input checked="" type="checkbox"/> ORAL COMMUNICATION		SPCH 1300	General Speech	C	3	Spring 2012	
<input type="checkbox"/> LITERATURE		Still Needed: 1 Class in ENGL 2030 or 2110 or 2120 or 2210 or 2220 or 2330 or 2430					

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		
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	* Prerequisite Required
<input type="checkbox"/> Not Complete	@ Any course number	ADVAPPR – Advisor Approved
(IP) In Progress	<input checked="" type="checkbox"/> Nearly complete	

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.

Student ID	Name	Degree	Major	Level	Student Class Level	Last Audit	Last Refresh
		BS	Allied Health	UG	Junior	Today	Today at 12:08 am

Degree

- BA
- BA
- BS

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.

What-If

Degree Bachelor of Science

Catalog Year Pick a Catalog Year

Choose Your Different Areas of Study

Select an item to add it to your Chosen Area of Study

Major Pick a Major

Minor Pick a Minor

Concentration Pick a Concentration

Choose Your Future Classes

Enter a course and click Add Course

Subject

Number

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.

Planner	Plans	Notes	Petitions	Exceptions	GPA Calc	Admin
Format: Student View		Process What-If		Save as PDF		<input checked="" type="checkbox"/> Include in-progress classes <input checked="" type="checkbox"/> Include preregistered classes
What-If						
Degree		Bachelor of Science				
Catalog Year		2012				
Choose Your Different Areas of Study						
Select an item to add it to your Chosen Area of Study				Chosen Areas of study		
Major	Pick a Major		Minor	Pick a Minor		MAJOR : History MINOR : Film Studies
Concentration	Pick a Concentration					
Remove						
Choose Your Future Classes						
Enter a course and click Add Course				Courses you are considering		
Subject	<input type="text"/>		Number	<input type="text"/>	<input type="text"/>	
Add Course				Remove Course		
Disclaimer						



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.

Planner	Plans	Notes	Petitions	Exceptions	GPA Calc	Admin
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Format: Student View Include **in-progress** classes
 Include **preregistered** classes

Look Ahead

To see an audit **SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS**, use the form below to enter the **Subject code** and **Number** of each anticipated course. Once you have created your list of courses, click on the **Process New** button.

<p>Enter a course and click Add Course</p> <p>Subject <input type="text"/></p> <p>Number <input type="text"/></p> <p><input type="button" value="Add Course"/></p>	<p>Find</p>	<p>Courses you are considering</p> <div style="border: 1px solid gray; padding: 5px;"> <p>FREN 2450</p> <p>FREN 4417</p> <p>FREN 3310</p> </div> <p><input type="button" value="Remove Course"/></p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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.

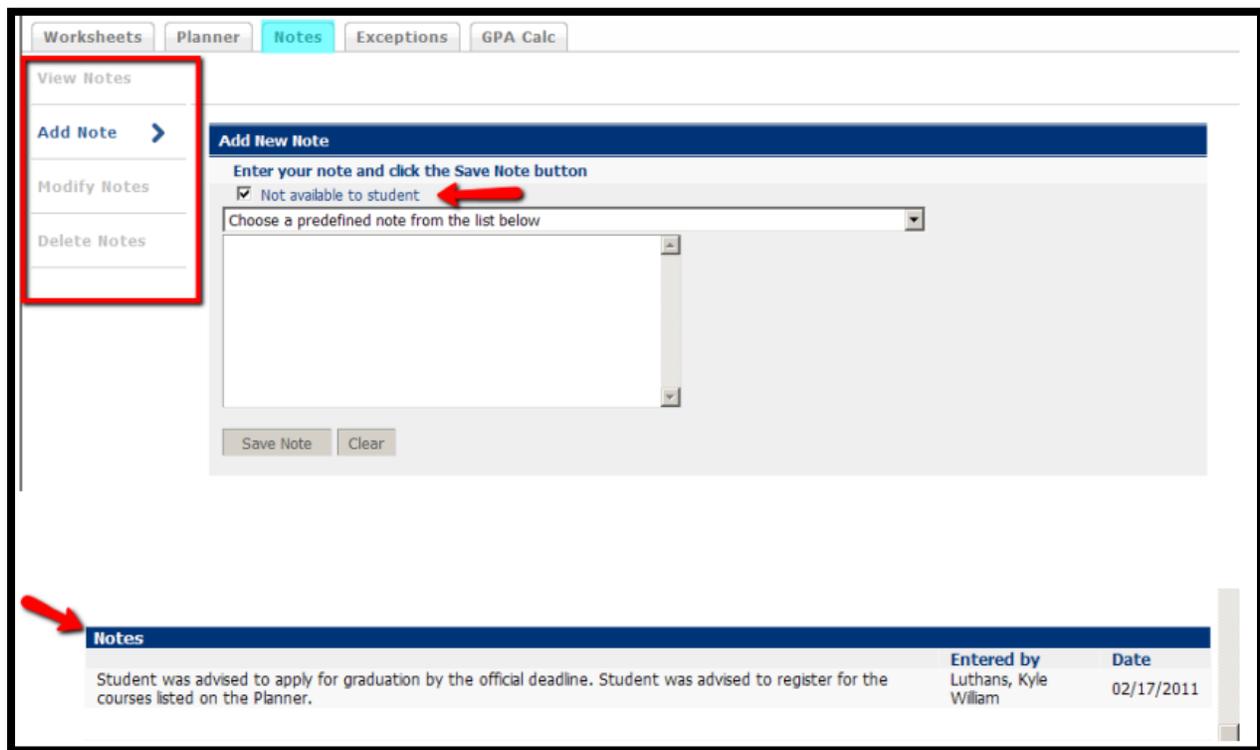
Current GPA	3.110	
Credits Earned So Far	119	
	Credits	Grade
ENVH 3030	3	A [4.000] ▾
RADT 4020	3	A [4.000] ▾
RADT 4030	3	A [4.000] ▾
RADT 4060	3	A [4.000] ▾
RADT 4070	3	A [4.000] ▾
Class 6	<input type="text"/>	A [4.000] ▾
Class 7	<input type="text"/>	A [4.000] ▾
Class 8	<input type="text"/>	A [4.000] ▾
Class 9	<input type="text"/>	A [4.000] ▾
Class 10	<input type="text"/>	A [4.000] ▾
<input type="button" value="Calculate"/>		

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



Notes	Entered by	Date
Student was advised to apply for graduation by the official deadline. Student was advised to register for the courses listed on the Planner.	Luthans, Kyle William	02/17/2011

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

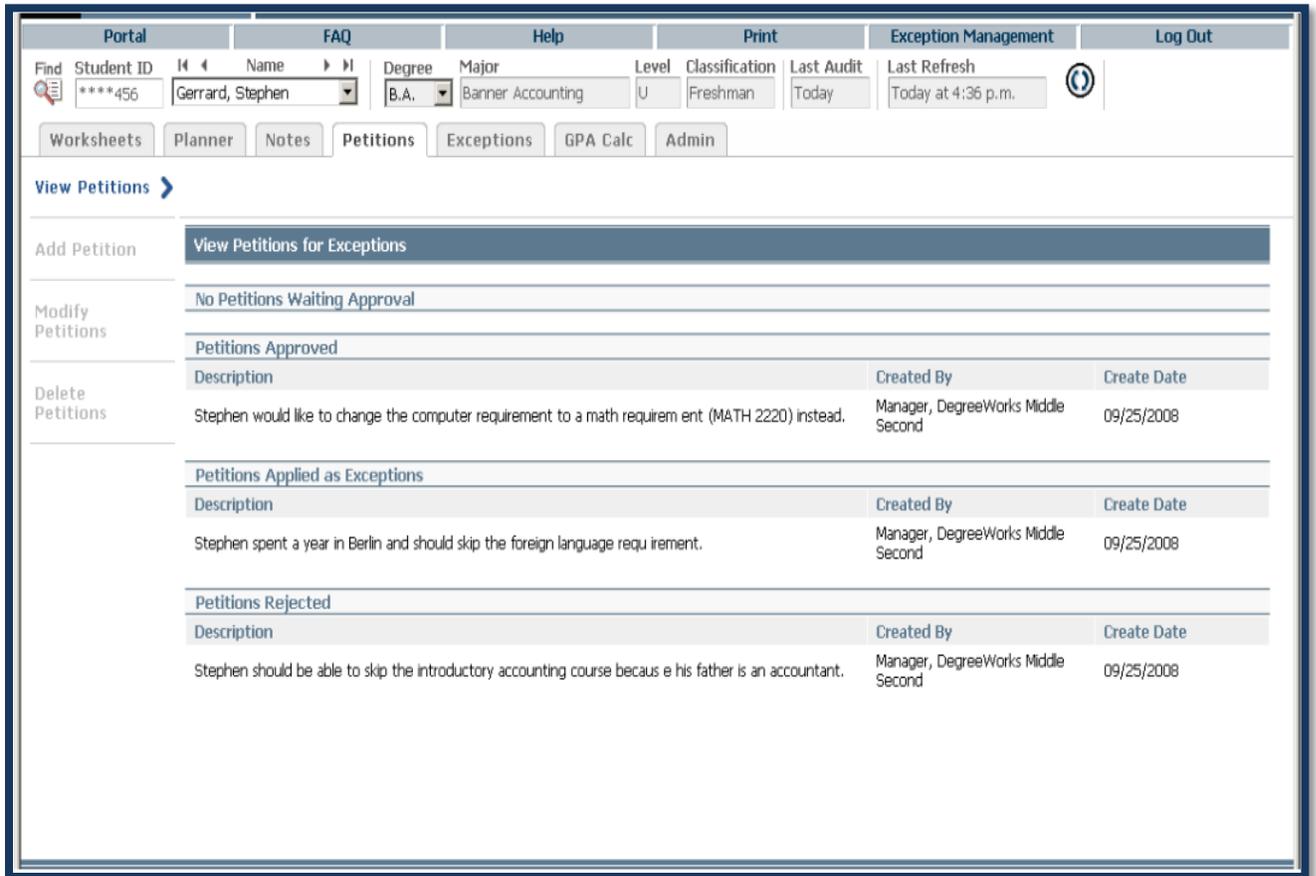
Advisors cannot delete notes. If a note is entered incorrectly send an email to degreeworks@etsu.edu or call the Registrar's office and we will remove it.

Notes	Entered by	Date
Student and advisor discussed student's career plans.	DegreeWorks Manager,	08/15/2011

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 screenshot shows the Degree Works interface for a student named Stephen Gerrard. The top navigation bar includes Portal, FAQ, Help, Print, Exception Management, and Log Out. Below this is a search bar with fields for Student ID (****456), Name (Gerrard, Stephen), Degree (B.A.), Major (Banner Accounting), Level (U), Classification (Freshman), Last Audit (Today), and Last Refresh (Today at 4:36 p.m.). A secondary navigation bar contains buttons for Worksheets, Planner, Notes, Petitions (selected), Exceptions, GPA Calc, and Admin.

The main content area is titled "View Petitions" and features a sidebar with "Add Petition", "Modify Petitions", and "Delete Petitions". The main content is organized into sections:

- View Petitions for Exceptions**: A header section.
- No Petitions Waiting Approval**: A section indicating no pending petitions.
- Petitions Approved**: A table listing approved petitions.

Description	Created By	Create Date
Stephen would like to change the computer requirement to a math requirement (MATH 2220) instead.	Manager, DegreeWorks Middle Second	09/25/2008
- Petitions Applied as Exceptions**: A table listing petitions applied as exceptions.

Description	Created By	Create Date
Stephen spent a year in Berlin and should skip the foreign language requirement.	Manager, DegreeWorks Middle Second	09/25/2008
- Petitions Rejected**: A table listing rejected petitions.

Description	Created By	Create Date
Stephen should be able to skip the introductory accounting course because his father is an accountant.	Manager, DegreeWorks Middle Second	09/25/2008

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 text box where you can enter the text for the petition.

The screenshot shows the Degree Works portal interface. At the top, there are navigation tabs: Portal, FAQ, Help, Print, Exception Management, and Log Out. Below these is a search bar with fields for Student ID (****), Name (Deans, Ruari Padraig), Degree (B.S.), Major (Math & Comp & Stat), Level (U), Classification (Sophomore), and Last Audit (03/16/2009). Below the search bar are navigation tabs: Worksheets, Planner, Notes, Petitions, Exceptions, GPA Calc, and Admin. The main content area shows a sidebar with 'View Petitions', 'Add Petition', 'Modify Petitions', and 'Delete Petitions'. The 'Add Petition' button is highlighted, and the 'Add New Petition for Exception' form is displayed. The form has a text input area with the instruction 'Enter a description and click the Save Petition button' and a 'Submit Petition' button.

- Once you have entered the text hit the Submit Petition button. A message will appear telling you that your petition have 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.

Exceptions	Type	Description	Date	Who	Block	Enforced
	Apply Here	Dean Approval - Apply Here	08/17/2011	DegreeWorks Manager,	RA001377	Yes
	Also Allow	Dean Approval - Also Allow	08/17/2011	DegreeWorks Manager,	RA001377	Yes
	Substitution	Dean Approval - Substitute	08/17/2011	DegreeWorks Manager,	RA001377	No

Exceptions: Any exceptions granted to the student are referenced both where the exception is applied and here.

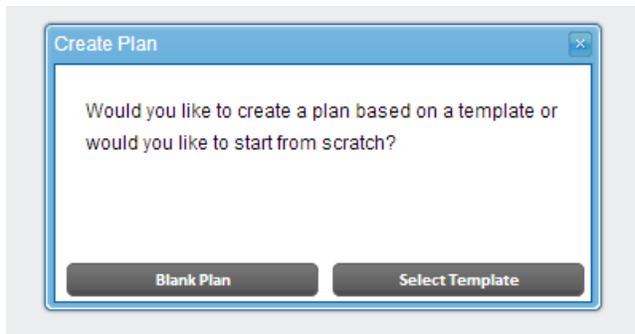


Student Education Plan (Plan)

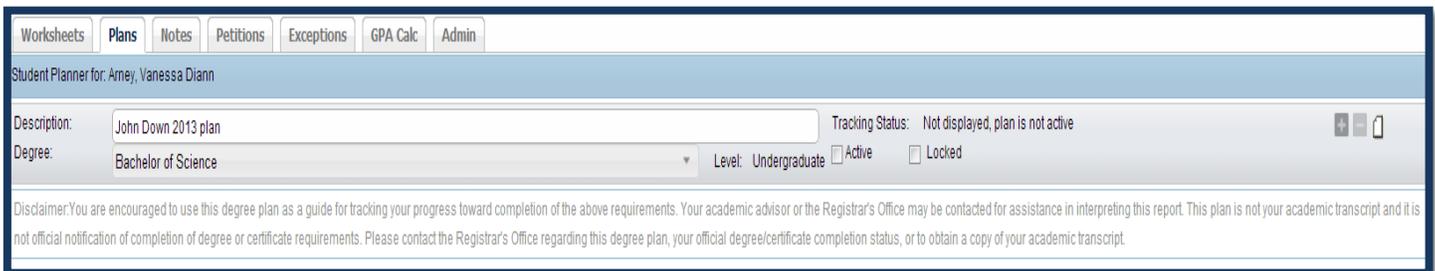
The **Plan** function is a feature in Degree Works that will allow students to make a long-term plan for degree completion and verify that the courses they included on their plan will fulfill the degree requirements. The planner can be very useful in helping the student to actively plan the number of 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 guarantee the courses will be available during the requested semester and in no way registers the student for the course.

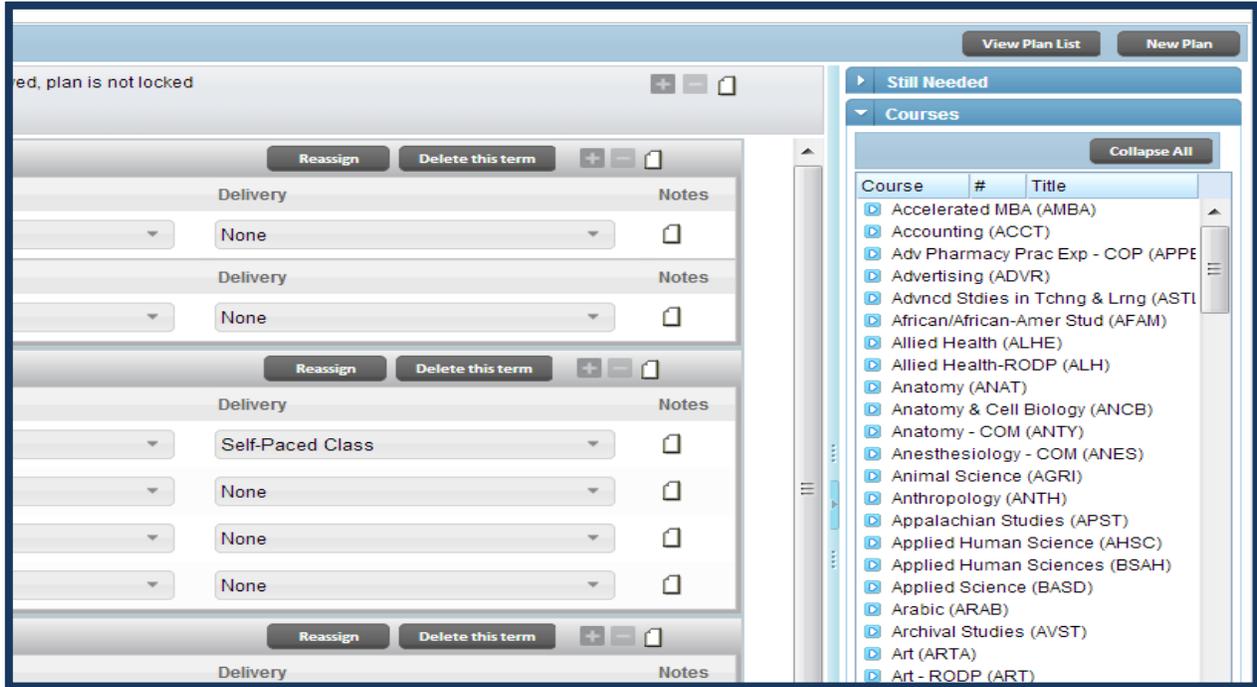
- b. **Locked Plan** – As an advisor, you can lock the student's plan by checking this box. The student will not be able to make changes to this plan without working with you again. However, keep in mind this does not ensure the student will actually register for those courses and the registration and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

The screenshot shows the Degree Works interface for a plan named "John Down 2013 plan". The degree is "Bachelor of Science" and the level is "Undergraduate". The plan is currently "Not displayed, plan is not active".

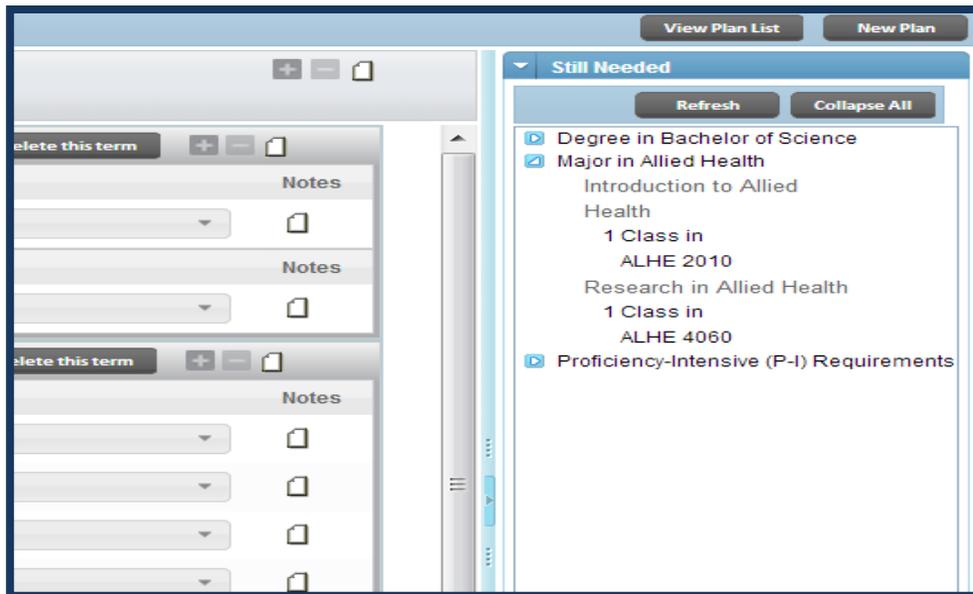
The interface shows a table of requirements for the Summer 2013 term. The table has columns for Critical, Choice Requirement, Minimum Credits, Minimum Grade, Campus, Delivery, and Notes. A "Choice Requirement" block is highlighted, and a search modal is open over it. The modal shows a search for "ENGL" and a list of results:

Course	Title
ENGL 2030	Literary Heritage
ENGL 2110	American Literature I
ENGL 2112	Technical Report Writing
ENGL 2114	Writing For Industry

- 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



The screenshot shows a web interface for Degree Works. On the left, there is a table with columns for 'Delivery' and 'Notes'. Each row has a dropdown menu for 'Delivery' and a document icon for 'Notes'. Above the table are buttons for 'Reassign' and 'Delete this term'. On the right, there is a 'Still Needed' section with a 'Courses' list. The list has columns for 'Course #', 'Title', and a 'Collapse All' button. The list includes various courses such as 'Accelerated MBA (AMBA)', 'Accounting (ACCT)', 'Adv Pharmacy Prac Exp - COP (APPE)', 'Advertising (ADVR)', 'Advncd Stdies in Tchng & Lrng (ASTL)', 'African/African-Amer Stud (AFAM)', 'Allied Health (ALHE)', 'Allied Health-RODP (ALH)', 'Anatomy (ANAT)', 'Anatomy & Cell Biology (ANCB)', 'Anatomy - COM (ANTY)', 'Anesthesiology - COM (ANES)', 'Animal Science (AGRI)', 'Anthropology (ANTH)', 'Appalachian Studies (APST)', 'Applied Human Science (AHSC)', 'Applied Human Sciences (BSAH)', 'Applied Science (BASD)', 'Arabic (ARAB)', 'Archival Studies (AVST)', 'Art (ARTA)', and 'Art - RODP (ART)'.



This screenshot provides a closer look at the 'Still Needed' section. It shows a 'Refresh' button and a 'Collapse All' button. The list includes:

- Degree in Bachelor of Science
- Major in Allied Health
 - Introduction to Allied Health
 - 1 Class in ALHE 2010
 - Research in Allied Health
 - 1 Class in ALHE 4060
- Proficiency-Intensive (P-I) Requirements

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

Description: Tracking Status: Not displayed, plan is not locked

Degree: Level: Undergraduate Active Locked

▼ Summer 2013 Total Credits: 4.0							Reassign	Delete this term	+	-	📄
Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes					
<input type="checkbox"/>	BIOL 1010	4.0	None	None	None						
Critical	Choice Requirement	Minimum Credits	Minimum Grade	Campus	Delivery	Notes					
<input type="checkbox"/>	ENGL 2030 or ENGL 2010		None	None	None						
▼ Fall 2013 Total Credits: 7.05							Reassign	Delete this term	+	-	📄
Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes					
<input type="checkbox"/>	ALHE 4010	3.0	None	None	Self-Paced Class						
<input type="checkbox"/>	ALHE 2002	0.05	None	None	None						
<input type="checkbox"/>	ALHE 2020	3.0	None	None	None						
<input type="checkbox"/>	ALHE 2100	1.0	None	None	None						
▼ Spring 2014 Total Credits: 10.0							Reassign	Delete this term	+	-	📄
Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes					
<input type="checkbox"/>	HSCI 2231	0.0	None	None	None						
<input type="checkbox"/>	HSCI 2230	4.0	None	None	None						
<input type="checkbox"/>	ALHE 4070	3.0	None	None	None						
<input type="checkbox"/>	ALHE 4100	3.0	None	None	None						
▼ Fall 2014 Total Credits: 3.0							Reassign	Delete this term	+	-	📄
Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes					

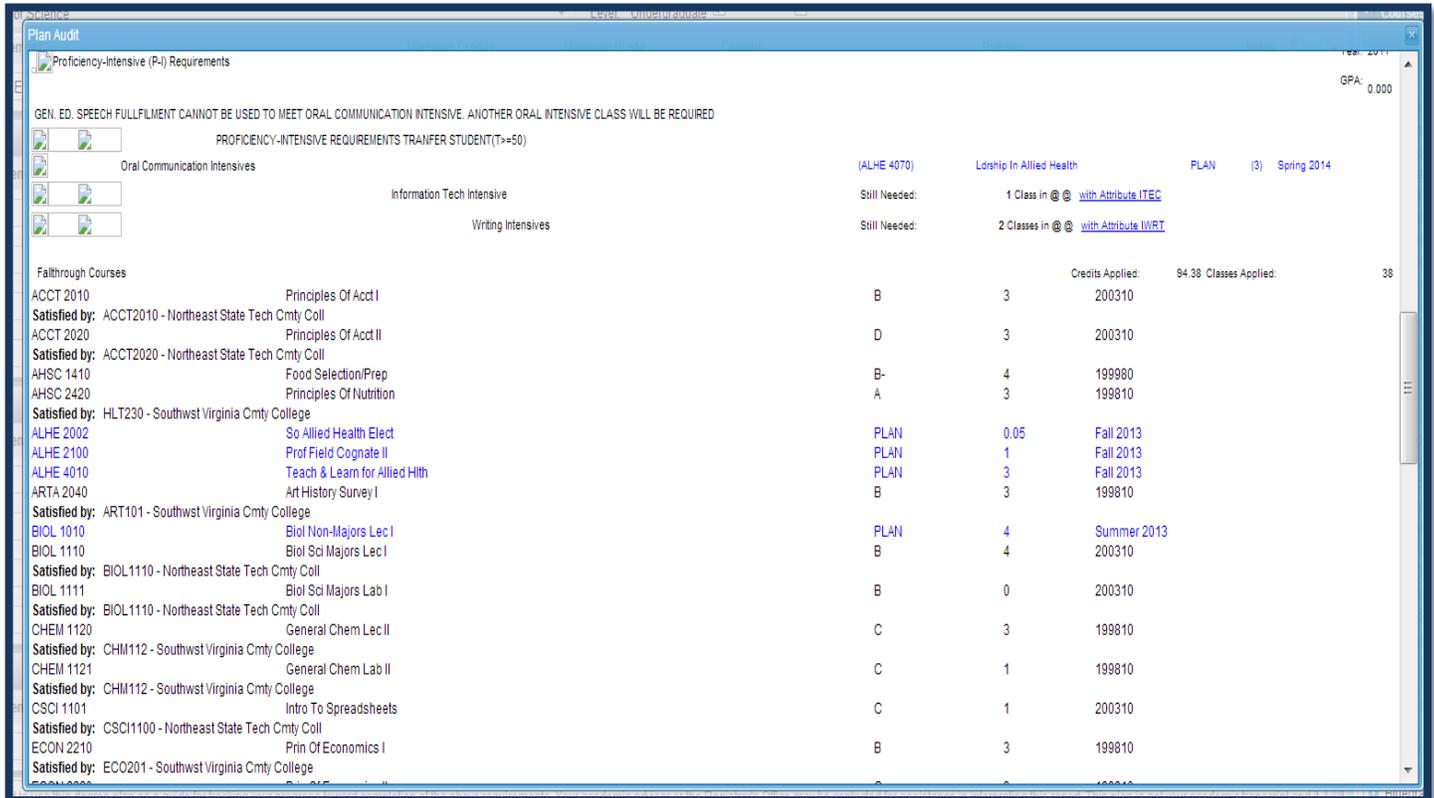
Last updated by: Roach, Evelyn N on 21-Mar-2013

Create Block **Audit** Delete



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



The screenshot shows a 'Plan Audit' window for a 'Proficiency-Intensive (P-I) Requirements' student. It displays a list of courses with columns for course ID, name, grade, credits, and applied status. The GPA is shown as 0.000. The window also includes sections for 'Oral Communication Intensives', 'Information Tech Intensive', and 'Writing Intensives' with associated skill requirements.

Course ID	Course Name	Grade	Credits	Applied
ACCT 2010	Principles Of Acct I	B	3	200310
ACCT 2020	Principles Of Acct II	D	3	200310
AHSC 1410	Food Selection/Prep	B-	4	199980
AHSC 2420	Principles Of Nutrition	A	3	199810
ALHE 2002	So Allied Health Elect	PLAN	0.05	Fall 2013
ALHE 2100	Prof Field Cognate II	PLAN	1	Fall 2013
ALHE 4010	Teach & Learn for Allied Hlth	PLAN	3	Fall 2013
ARTA 2040	Art-History Survey I	B	3	199810
BIOL 1010	Biol Non-Majors Lec I	PLAN	4	Summer 2013
BIOL 1110	Biol Sci Majors Lec I	B	4	200310
BIOL 1111	Biol Sci Majors Lab I	B	0	200310
CHEM 1120	General Chem Lec II	C	3	199810
CHEM 1121	General Chem Lab II	C	1	199810
CSCI 1101	Intro To Spreadsheets	C	1	200310
ECON 2210	Prin Of Economics I	B	3	199810

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