Degree Works Viewing for LCC Staff

Welcome to Degree Works!

Produced by Ellucian, the same company that makes Banner, Degree Works (DW) compares a student's LCC academic history against the program declared in Banner to greatly automate and streamline the degree/certificate auditing process. Degree Works also can run "What-Ifs" on programs that the student has not yet declared. Keeping the student's program and catalog year updated in Banner is infinitely preferable, however, as then the correct information always comes up, and the Plan function operates significantly better as well.

Degree Works is a tool that any authorized LCC user can access: advisors in working with students, Registrar's Office in processing graduation applications, and students checking their progress on their own.

Degree Works thus will eliminate much, though not all, of the manual labor from checking student progress on a program, and it will be kept current. It is not foolproof, however, and all users must understand its uses, limits, and idiosyncrasies.

In this training you will learn…
>I. Selecting a Student
>II. Checking Whether Degree Works is Up to Date
>III. Viewing Audit vs. What-If, including Error Messages
>IV. Viewing My Academic Plan
>V. Viewing Notes to Students

Throughout, please keep these provisos in mind:
1) ***Curricula prior to Fall 2011 and AA/AS prior to Fall 2012 are <u>not</u> in DW***, so they still must be checked manually;
2) Only students with active history from Summer 2011 onward are in DW;
3) DW may not display classes in the same order as the printed curriculum guide;
4) Exceptions for graduation show on an audit but *not* on a What-If;
5) Old term/quarter credit courses correctly do *not* satisfy requirements in Degree Works, per College policy effective Fall 2013;
6) Course descriptions will not display when a course has been cancelled/discontinued.

In addition, notice the three things which Degree Works *cannot* evaluate:
1) Transfer credit ***when a curriculum needs a grade <u>higher</u> than 2.0*** (For transcripts received after 19Mar12, check SHATRNS BDMS to see if student should be referred to Department for waiver);
2) The policy requiring each additional associate degree to have an additional 10 cr ***in the division/program***.
3) The policy that if the student's declared academic year predates the first semester of actual attendance, that year of curriculum ***cannot*** be used.

Finally, remember that screenshots in this document may differ from the updated DW we use.

And now…let's train!

Degree Works Scribe Team: Diane Wymer, Ann French, Lori Myers, Rafeeq O. McGiveron

I. SELECTING A STUDENT

Using **Chrome or Firefox for best view, <u>not</u> Internet Explorer**, in "Faculty Services" area in Banner Self-Service, click "Student Information Menu" and then "Degree Works."
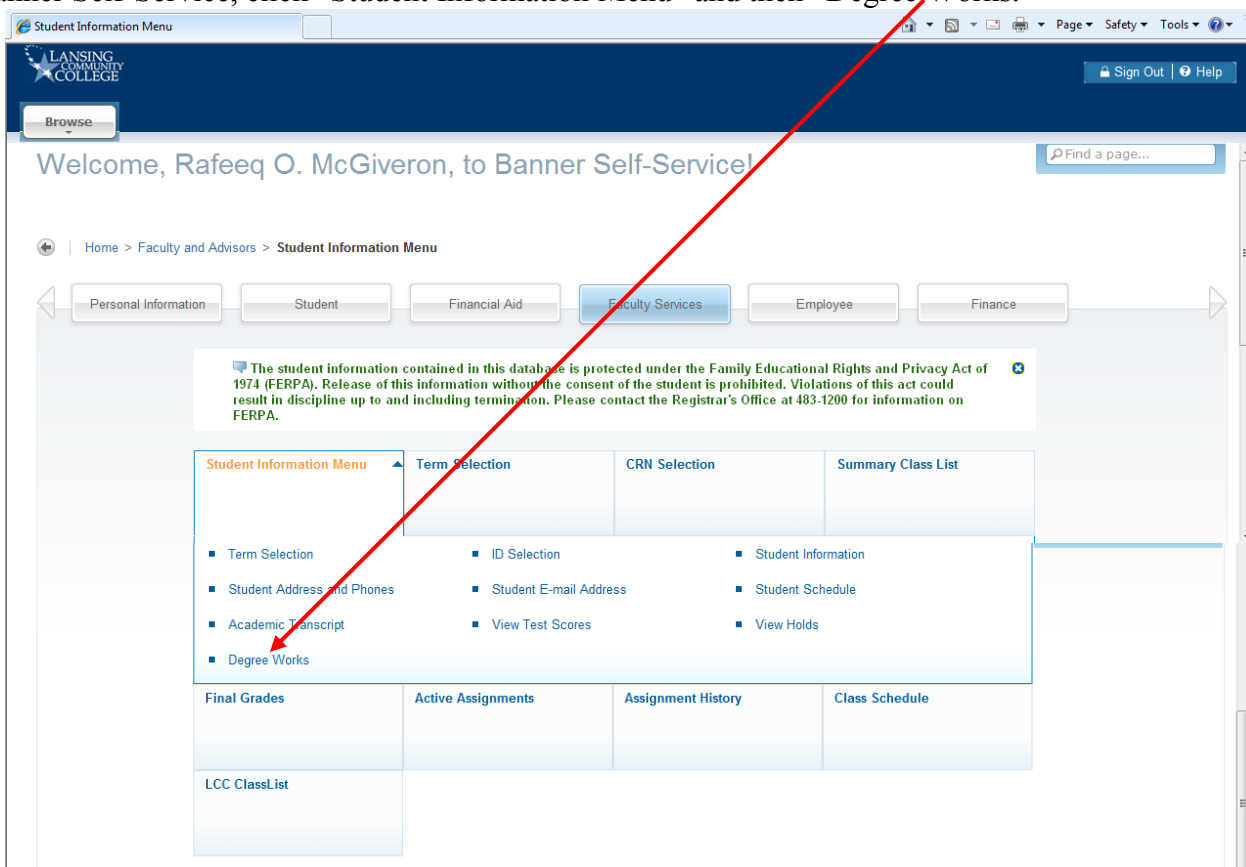
Select a term on first log-in, and then search or enter student number.

TIP: Never simply select the first student! Always click dropdown to confirm the correct one.

(Note: Only students taking classes Summer 2011 or later are loaded into Degree Works. Returning students are brought in by the nightly refresh after a) a change of program is processed, b) a change of grade is processed, or c) attempted registration for classes.)

II. CHECKING WHETHER DEGREE WORKS IS UP TO DATE

Has student had any changes to the Banner academic record—add/drop, grade change, change of program—since the previous night's refresh? Remember that they will not show up until either an advisor hits "Refresh" and then "Process New" *or* the next nightly refresh occurs.

III. VIEWING AUDIT VS. WHAT-IF

III.A. Audit
In top line of Degree Works, do "Degree" and "Major" fields ***both*** show the intended ones?
(Note, "Degree" means AAA, AAS, AB, GA, AA, AS, CA, or CC.)

If yes, see audit on declared program (example below). If no, go to Step III.C, What-If.

The following labels appear along the left margin, with arrows pointing to the screenshot:

- *Notice…*
- Academic year
- Overall GPA
- Program GPA
- Info
- Classes needed
- Classes in-prog.
- Classes completed
- Expiry
- Other courses, insuffic. or in-prog.
- Symbol key

Screenshot content (Degree Works audit, Test Environment):

myLCC	FAQ	Help	Print	Log Out

Find Student ID | Name Shane | Degree: CA | Major: Electrical Utility/Lineworker | Last Audit: Today | Last Refresh: Today at 4:02 am

Tabs: Worksheets | My Educational Plan | Notes | Exceptions | GPA Calc

Worksheets — Format: Student View | View | Save as PDF | Process New | ☑ Include in-progress classes ☑ Include preregistered classes | Academic Record

History / What If / Look Ahead

(not frozen) — Save — Save this audit with this new description and freeze status

Test Environment

Student View AA163119 as of 02/14/2013 at 15:13

Student	Shane		Degree	Certificate of Achievement
ID			Major	Electrical Utility/Lineworker, CA
			Overall GPA	4.00

■ Certificate of Achievement — Academic Year: Fall 2012 – Summer 2013 | Min Credits Required: 33 | GPA: 4.00 | Credits Applied: 54

'Credits Applied' above include those earned at LCC, transferred to LCC, and in progress.

□ Major Requirements — Still Needed: See **Electrical Utility/Lineworker** section

■ Electrical Utility/Lineworker — Academic Year: Fall 2012 – Summer 2013 | GPA: 4.00

(1) GRADE REQUIREMENT: A 3.5 minimum grade is required in ELTE 272, ELTE 274, and ELTE 276 courses. A 3.0 minimum grade is required in the PFFT courses. All other courses must be completed with a 2.0 minimum grade. (2) This current version will be effective for four years after the next revision within DegreeWorks. Majors may be revised annually.

Course	Status	Applied	Title		Grade	Credits	Term
□ ELTE 102	Still Needed: 1 Class in **ELTE** 102						
☑ ELTA 120 or ELTE 121	Satisfied by	ELTE 121	Electrical Mathematics / NO TRANSCRIPT DETAI - Delta College (Michigan)		TR	5	Fall 2012
☑ ELTA 155 or ELTE 123	Satisfied by	ELTE 123	Motors and Transformers / NO TRANSCRIPT DETAI - Delta College (Michigan)		TR	4	Fall 2012
☑ ELTE 118 or ELTE 110	Satisfied by	ELTE 118	Electric Circuits Study / NO TRANSCRIPT DETAI - Delta College (Michigan)		TR	2	Fall 2012
□ ELTE 131	Still Needed: 1 Class in **ELTE** 131						
☑ ELTE 270		ELTE 270	Lineman Orientation		P	1	Fall 2011
☑ ELTE 272		ELTE 272	Electric Basic Line Climbing		4.0	4	Summer 2012
☑ ELTE 274		ELTE 274	Ground/Utility Worker		4.0	5	Summer 2012
☑ ELTE 276		ELTE 276	Energized Secondary Worker		4.0	5	Summer 2012
□ METS 140	Still Needed: 1 Class in **METS** 140						
□ MGMT 290 - 'Time Management' is the required topic	Still Needed: 1 Class in **MGMT** 290						
□ PFFT 113	Still Needed: 1 Class in **PFFT** 113						
□ PFFT 180	Still Needed: 1 Class in **PFFT** 180						

Unused Courses — Credits Applied: 28 | Classes Applied: 9

Course	Title		Grade	Credits	Term
ELTE 000	ELTE General Credit		TR	8	Fall 2012
	Satisfied by: NO TRANSCRIPT DETAI - Delta College (Michigan)				
METD 000	METD General Credit		TR	4	Fall 2012
	Satisfied by: NO TRANSCRIPT DETAI - Delta College (Michigan)				
METS 000	METS General Credit		TR	2	Fall 2012
	Satisfied by: NO TRANSCRIPT DETAI - Delta College (Michigan)				
POLS 120	American Political System		TR	3	Fall 2012
	Satisfied by: NO TRANSCRIPT DETAI - Delta College (Michigan)				
SPCH 140	Interpersonal Communication		TR	3	Fall 2012
	Satisfied by: NO TRANSCRIPT DETAI - Delta College (Michigan)				
WRIT 121	Composition I		TR	3	Fall 2012
	Satisfied by: NO TRANSCRIPT DETAI - Delta College (Michigan)				
WRIT 124	Technical Writing		TR	3	Fall 2012
	Satisfied by: NO TRANSCRIPT DETAI - Delta College (Michigan)				

Legend

☑ Complete	▨ Complete except for classes in-progress	(T) Transfer Class
□ Not Complete	▨ Nearly complete - see advisor	@ Any course number

(Note: "Other" is any course not listed in the above audit—student still may need certain in-progress courses!
"Insufficient" is any course with grade of 0.0, W, Z, I, or X; any repeats tagged "Excluded" in Banner; and original courses not yet Excluded because the repeat is still in-progress.)

If manual double-check is desired, click "Academic Record" below Refresh button near top…

…and close when done.

Degree Works has drawn this record directly from Banner as of the most recent DW refresh, whether via the automatic refresh during the previous night or a manual refresh by any advisor.

III.B. Error Messages

1. If program and degree are correct but "***MAJOR block was not found but is required***" appears in the "Still Needed" line, Degree Works does not have a curriculum matching the ***student's declared catalog year***. Either student's catalog year predates the 2011-2012 guides programmed in Degree Works ***or*** the desired current guide has not been programmed, so "What-If" must be used (Step III.C).

In the example above, we were checking this student against the Fall 2011 curriculum, but his catalog year is 2012, which had not yet been programmed, so we could not run an audit.

However, if the declared curriculum is pre-Fall 2011 but the more current guide is preferable, for updating the year the student should be directed to contact the Academic Advising Center in the StarZone of Gannon.

2. "***Your declared catalog term and/or major are prior to Fall 2011***" also means that "What-If" must be used (Step III.C.).

III.C. What-If
If "Degree" and "Major" fields do not both show the intended ones, if the "MAJOR block was not found but is required" error occurs, or if "Your declared catalog term and/or major are prior to Fall 2011" error occurs, an audit ***cannot*** be done—only "What-If" is possible.

In "Worksheet" tab on the left, either advisor or student will click "What If," and…

…select desired academic year and desired program, and then…

…click "Process What-If" button.

Note difference between actual program at top and hypothetical program being checked.

Again, if the catalog year or program currently declared in Banner and shown in the blue degree/certificate bar is different from what is actually desired, for updating the student should be directed to contact the Academic Advising Center in the StarZone of Gannon.

IV. VIEWING MY ACADEMIC PLAN

IV.A. In *Chrome or Firefox*, click the "My Academic Plan" tab beneath the student's name.

IV.B. If a Plan exists, either it could open, or the Plan List might be visible. If the latter, open the Plan you want by double-clicking it. Remember, the naming convention is **Program, deg/cert type: Subchoice [if applicable]_curric yr_date** (for example, **CJ Law, AAS: Subchoice Mid MI PA_15-16_20150602**.)

The Plan can be seen in academic-year-by-academic-year "Calendar" view…

…in "Audit" view, showing the audit—or lack thereof, if a valid program is not declared—to the left of the Plan…

…or in "Edit" view. If using Edit view, remember to click the "Expand All Terms" icon…

…for full, scrollable viewing.

IV.C. When reviewing the Plan, notice that the advisor has the ability to mark any as particularly critical, to list minimum grade, to note *desired* (not necessarily *offered*) campus, etc. Some options already may be specified, but the advisor can change them as appropriate. (Note that Core placeholders are "C--- 100," and MTA placeholders are "MTA- 100").

Remember that the advisor can start from a template, if available, or can start a Plan from scratch. Classes in a template can be dragged from semester to semester as needed, or new classes can be dragged in from the master list at right. If developmental or other prep classes are needed, the template can be started for a year or more later, and prep semesters then can be added in. If the student is partially through the program, individual classes or even semesters can be deleted.

Remember that the naming convention uses this format: **Program, deg/cert type: Subchoice [if applicable]_curric yr_date** (for example, **CJ Law, AAS: Subchoice Mid MI PA_15-16_20150602**.

IV.D. To see list of existing plans again, click the "View Plan List" tab.

Note that the existing plans all show a description, whether plan is marked active, date modified, last updater, and whether locked.

To go back to running audits or What-Ifs, click on the "Worksheets" tab.

V. VIEWING NOTES TO STUDENTS

Although an advisor could leave notes for a student on a particular class or even semester—note icon of white lines on a black page—which can be viewed…

…by hovering…

…or by clicking…

…the clearest place to leave notes for students is in the "Notes" tab, where the advisor can use any combination of typing and selection from dropdown desired.

Notes to students, including advisor's name and the date, appear at the bottom of an audit…

…and also at the bottom of a What-If.

LANSING COMMUNITY COLLEGE | DEGREE WORKS

Back to Self-Service | Transcript | myLCC | FAQ | Help | Print | Log Out

Find Student ID | Name | Degree | Major | Last Audit | Last Refresh
Omar | NONAWD | Transfer to Another Inst | | Today at 12:05 am

Worksheets | My Academic Plan (MAP) | Notes | Exceptions | GPA Calc

Worksheets — Back | Selected What-If Items: | Look Ahead Courses Used:

History

What If

Look Ahead

Production Environment

Student View WA002X3C as of 05/12/2015 at 13:57 | What If Audit

Student	Omar		Degree	General Associate
ID			Major	General Associate, GA
			Overall GPA	3.97

General Associate Degree
Academic Year: Fall 2015 - Summer 2016 | Min Credits Required: 60
GPA: 3.97 | Credits Applied: 69

(1) 'Credits Applied' above include those earned at LCC, transferred to LCC, and in progress; some of your 'Credits Applied' might not count toward this major. (2) The General Associate Degree requires earning a minimum of 60 credits, which must include the Core Requirements. (3) A course can be counted only one time toward the 60 credit requirement. Courses with the same course number but different titles may be counted more than once (e.g., CABS 100-Excel Basics Online and CABS 100-Computer Basics). If you believe that you have courses that are not being counted correctly, contact the Registrar's Office. (4) Courses on your LCC transcript before Fall 1993 are not used in your Degree Works audit to satisfy General Education CORE requirements. If a substitution is being requested for any of the CORE requirements, complete and submit the following form to the Arts and Sciences Division Office: http://www.lcc.edu/catalog/core/documents/request-for-substitution-to-core-form-09-27-2010.pdf. (5) Students are not eligible for a General Associate Degree when an Associate or higher degree has been previously awarded.

☑ You meet the min 2.0 cumulative GPA requirement

☐ Major Requirements | Still Needed: See **General** section

General
Academic Year: Fall 2015 - Summer 2016
GPA: 4.00

☑ A minimum of 20 credits in this degree must be taken at LCC

Please be aware that you may need more than the minimum 39 credits below to reach the 60 credit minimum required for the General Associate Degree. Courses listed below in the Unused Courses section, may be needed to meet the minimum 60 credits required.

	CADD 100	Basic Mechanical Drafting	4.0	3	Spring 2006
	CHEM 151	General Chemistry Lecture I	4.0	4	Fall 2006
☑ 39-49 Credits	CHEM 152	General Chemistry Lecture II	4.0	3	Spring 2007
	CHEM 161	General Chemistry Lab I	4.0	1	Fall 2006
	CHEM 162	General Chemistry Lab II	4.0	1	Spring 2007
	CHEM 251	Organic Chemistry Lecture I	4.0	4	Fall 2007
	CHEM 252	Organic Chemistry Lecture II	4.0	4	Spring 2008
	CPSC 131	Tech Prob Solving Using MATLAB	4.0	3	Spring 2008
	HIST 212	U.S. History: 1877 to Present	4.0	4	Summer 2008
	MATH 254	Intro to Differential Equation	4.0	3	Fall 2007
	MGMT 290	Learn APA Writ Style for Bus	4.0	1	Fall 2005
	MGMT 290	TIME Series Topics	4.0	2	Fall 2005
	PFFT 100	Total Fitness A	4.0	2	Summer 2006
	PHYS 252	Physics II:Electrom/Wave/Optic	4.0	5	Spring 2008
	SCIN 287	Science Technology Internship	4.0	4	Summer 2008

☐ Core Requirements | Still Needed: See **Core-LCC** section

Core-LCC
Academic Year: Fall 2015 - Summer 2016
GPA: 4.00

☐ Communication Core	Still Needed:	1 Class in **ARTS** 102 or **FREN** 122 or **GRMN** 122 or **JAPN** 122 or **SIGN** 160 or **SPAN** 122 or **SPCH** 110 or 120 or 130 or **THEA** 110			
☑ Global Perspectives & Diversity Core	SOCL 120	Introduction to Sociology	4.0	4	Spring 2007
☑ Mathematics Core	MATH 253	Calculus III	4.0	4	Spring 2007
☑ Science Core					
☑ 1 class from this list ...	PHYS 251	Physics I: Mechanics	4.0	5	Fall 2007
☑ Writing Core	WRIT 121	Composition I	4.0	4	Summer 2006

Other Courses | Credits Applied: 8 | Classes Applied: 2

ENGL 122	Writ About Literature & Ideas		3.5	4	Fall 2006
MATH 152	Calculus II		4.0	4	Fall 2006

Insufficient | Credits Applied: 0 | Classes Applied: 2

PFFT 100	Total Fitness A		X	0	Fall 2006
SCIN 287	Science Technology Internship		4.0	0	Summer 2007

Notes

	Entered by	Date
Remember to check with FA on your eligibility, etc.	McGiveron, Rafeeq O	05/12/2015

Legend

☑ Complete	▣ Complete except for classes in-progress	(T) Transfer Class
☐ Not Complete	▣ Nearly complete - see advisor	@ Any course number

Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree audit report, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

Copyright 1995 - 2014 Ellucian Company L.P. and its affiliates.

Notes to students also can be seen by clicking the "Notes" tab.

To go back to running audit or What-If on the same student, click the "Worksheets" tab.

To select another student, click "Back to Self-Service."