

Degree Works Directions for LCC Advisors

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 advisors and Registrar's Office staff must understand its uses, limits, and idiosyncrasies.

In this training you will learn...

- I. Selecting a Student
- II. Confirming that Degree Works is Up to Date
- III. Audit vs. What-If, including Error Messages
- IV. My Academic Plan
- V. Notes to Students

Throughout, please keep these provisos in mind:

- 1) ***Curricula prior to Fall 2011 and AA/AS prior to Fall 2012 are not 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 higher 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.

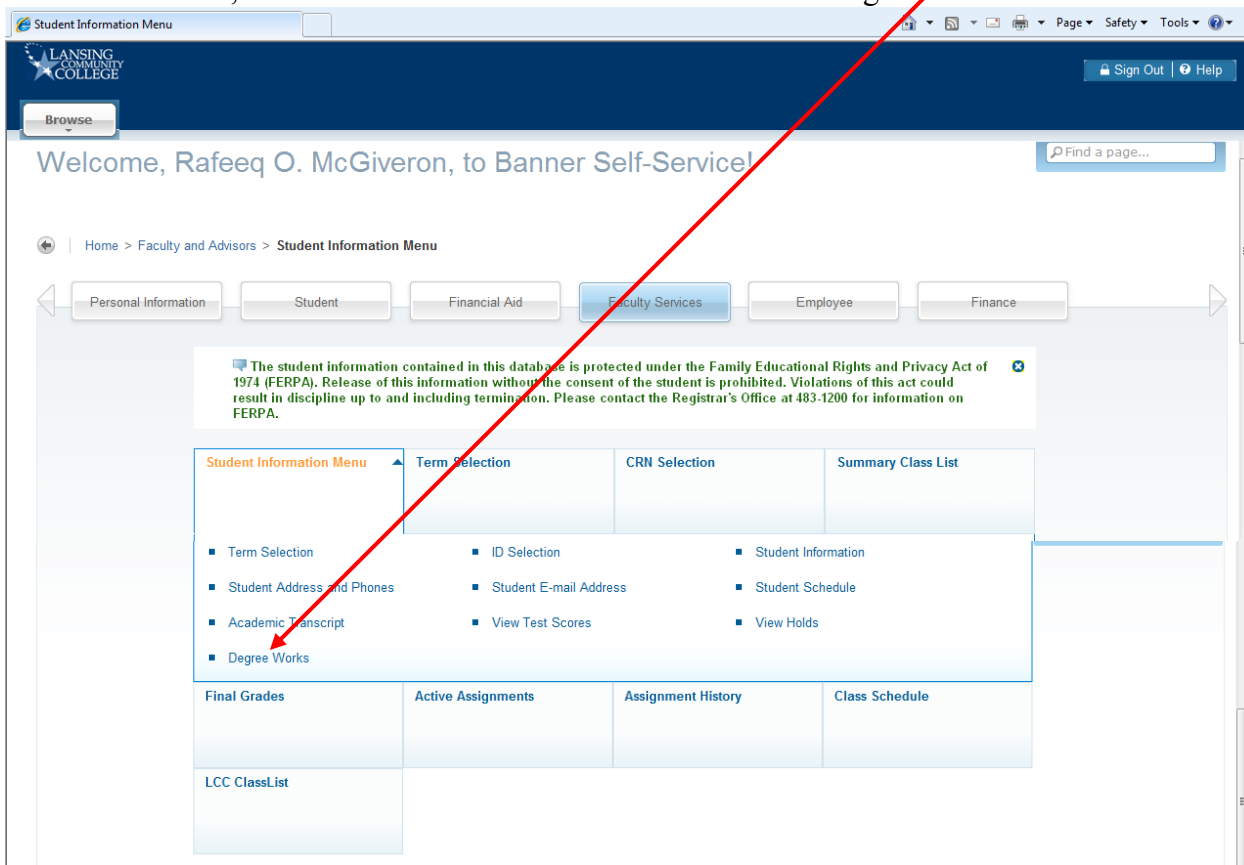
Finally, remember that screenshots in this document may differ from the updated DW we use.

And now...let's train!

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I. SELECTING A STUDENT

Using **Chrome or Firefox for best view, not 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.

The screenshot shows the 'Student ID Selection' page. At the top, there's a navigation bar with 'Browse' and 'Find a page...' buttons. Below it, a breadcrumb trail reads 'Home > Faculty and Advisors > Student Information Menu > ID Selection'. A search bar is present. The page contains a section titled 'You may enter:' with two instructions: '1. The ID of the Student or Advisee you want to process, or' and '2. Partial names, a student search type, or a combination of both. Then select Submit.' Below this, there's a 'Student or Advisee ID:' input field. A section titled 'OR' follows, with a 'Student and Advisee Query' section containing 'Last Name:' and 'First Name:' input fields. Below these, there's a 'Search Type:' section with radio buttons for 'Students', 'Advisees', 'Both', and 'All' (selected). At the bottom, there are 'Submit' and 'Reset' buttons. The 'Submit' button is circled in red.

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

The screenshot shows a web browser window with the Lansing Community College logo and navigation links. The main content area is titled 'Student ID Selection'. There is a 'Browse' button and a 'Submit' button (circled in red). A dropdown menu is open, showing a list of student names, all starting with 'Bur'. A red arrow points to this dropdown menu, indicating that users should click the dropdown to confirm the correct student instead of just selecting the first one.

The screenshot shows the DegreeWorks interface for Lansing Community College. The top navigation bar includes links like 'Back to Self-Service', 'Transcript', 'FAQ', 'Help', 'Print', and 'Log Out'. The main content area is titled 'Student View' and displays student information for 'Shane'. A red circle highlights the 'Student ID' and 'Name' fields. A red arrow points to the 'Refresh' button (circular arrow icon) next to the 'Last Refresh' field, indicating that users should click this button to refresh the data.

(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) attempt registration for classes.)

II. CONFIRMING THAT 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?

If yes, click “Refresh” button to bring updated Banner data into Degree Works; if no, continue to Step III.

III. AUDIT VS. WHAT-IF

III.A. Was “Refresh” button clicked, **or** is “Last Audit” different from today’s date?

The screenshot shows the myLCC interface with the 'Process New' button highlighted. The 'Last Audit' field shows '01/23/2013' and the 'Last Refresh' field shows '01/23/2013 at 4:43 pm'. A red arrow points from the 'Process New' button to the text 'If yes for either, click “Process New” to run new audit.'

If yes for either, click “Process New” to run new audit.

III.B. 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.D, What-If.

Notice...

Academic year

Overall GPA

Program GPA

Info

Classes needed

Classes in-prog.

Classes completed

Expiry

Other courses, insuffic. or in-prog.

Symbol key

The screenshot shows the myLCC Degree Works interface. The top navigation bar includes 'myLCC', 'FAQ', 'Help', and 'Print'. The main content area displays the student's audit results for the 'Electrical Utility/Lineworker' major. The 'Degree' field shows 'Certificate of Achievement' and the 'Major' field shows 'Electrical Utility/Lineworker, CA'. The 'Overall GPA' is 4.00. The 'Academic Year' is Fall 2012 - Summer 2013. The 'Min Credits Required' is 33 and 'Credits Applied' is 54. The 'Classes needed' section lists several courses that are still needed, including ELTE 102, ELTE 131, ELTE 270, ELTE 272, ELTE 274, ELTE 276, METS 140, MGMT 290, PFFT 113, and PFFT 180. The 'Classes in-prog.' section lists several courses that are in progress, including ELTE 121, ELTE 123, ELTE 118, ELTE 131, ELTE 270, ELTE 272, ELTE 274, and ELTE 276. The 'Classes completed' section lists several courses that are completed, including ELTE 000, METD 000, METS 000, POLS 120, SPCH 140, WRIT 121, and WRIT 124. The 'Other courses, insuffic. or in-prog.' section lists several courses that are insufficient or in progress, including ELTE 102, ELTE 131, ELTE 270, ELTE 272, ELTE 274, ELTE 276, METS 140, MGMT 290, PFFT 113, and PFFT 180. The 'Expiry' section lists several courses that are expiring, including ELTE 102, ELTE 131, ELTE 270, ELTE 272, ELTE 274, ELTE 276, METS 140, MGMT 290, PFFT 113, and PFFT 180. The 'Symbol key' section includes a legend for 'Complete', 'Not Complete', 'Complete except for classes in-progress', 'Nearly complete - see advisor', '(T) Transfer Class', and '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...

The screenshot shows the DegreeWorks interface for Lansing Community College. At the top, there's a navigation bar with 'myLCC', 'FAQ', 'Help', 'Print', and 'Log Out'. Below this is a search area with fields for Student ID, Name, Degree, and Major. To the right of the search area are buttons for 'Last Audit' and 'Last Refresh'. Below the search area are tabs for 'Worksheets', 'My Educational Plan', 'Notes', 'Exceptions', and 'GPA Calc'. At the bottom of the search area are buttons for 'View', 'Save as PDF', and 'Process New'. To the right of these buttons are checkboxes for 'Include in-progress classes' and 'Include preregistered classes'. The 'Academic Record' link is highlighted with a red arrow.

...and close when done.

The screenshot shows the DegreeWorks interface with the 'Academic Record' window open. The window title is 'Test Environment'. It displays the student's academic record for AA117027 as of 01/23/2013 at 16:44. The record shows the student's name, degree (Certificate of Achievement), major (Electrical Utility/Lineworker, CA), and overall GPA (4.00). Below this, there are sections for 'Fall 2011', 'Spring 2012', and 'Summer 2012', each listing courses and their grades. The 'Fall 2011' section shows ELTE 270 Lineman Orientation with a grade of P and 001.000 credits. The 'Spring 2012' section shows PFET 109 Introduction to Fitness with a grade of 4.0 and 001.000 credits. The 'Summer 2012' section shows ELTE 272 Electric Basic Line Climbing with a grade of 4.0 and 004.000 credits, ELTE 274 Ground/Utility Worker with a grade of 4.0 and 005.000 credits, and ELTE 276 Energized Secondary Worker with a grade of 4.0 and 005.000 credits. The window is closed with a red arrow pointing to the 'X' button in the top right corner.

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.C. 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.D).

The screenshot shows the DegreeWorks interface for Lansing Community College. At the top, there's a navigation bar with 'myLCC', 'FAQ', 'Help', 'Print', and 'Log Out'. Below this is a search area with fields for Student ID, Name, Degree, and Major. To the right of the search area are buttons for 'Last Audit' and 'Last Refresh'. Below the search area are tabs for 'Worksheets', 'My Educational Plan', 'Notes', 'Exceptions', and 'GPA Calc'. At the bottom of the search area are buttons for 'View', 'Save as PDF', and 'Process New'. To the right of these buttons are checkboxes for 'Include in-progress classes' and 'Include preregistered classes'. The 'Academic Record' link is highlighted with a red arrow. Below the search area is a section for 'History' and 'What If'. The 'What If' section shows a student's record for AA081772 as of 04/05/2012 at 15:03. The record shows the student's name, degree (Certificate of Completion), major (Correctional Officer, CC), and overall GPA (0.00). Below this, there are sections for 'Certificate of Completion' and 'Unmet conditions for this set of requirements: Your GPA is 0; a GPA of 2.0 is required'. The error message 'MAJOR block was not found but is required' is circled in red.

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.D.).

https://altima.lcc.edu/ - DegreeWorks by SunGard Higher Education Master Environment - Windows Internet Explorer

DegreeWorks | LANSING COMMUNITY COLLEGE

myLCC | FAQ | Help | Print | Log Out

Find Student ID: [] Name: [Diane] Degree: [CC] Major: [Acute Care Nurse Assistant/PCT, CC] Last Audit: [Today] Last Refresh: [Today at 2:49 pm]

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

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

History | What If | Look Ahead

Student View AA122429 as of 02/21/2013 at 15:38

Student ID: [] Name: [Diane] Degree: Certificate of Completion
Major: Acute Care Nurse Assistant/PCT, CC
Overall GPA: 3.36

Test Environment

☒ Certificate of Completion Academic Year: 2009 GPA: 3.36

Your declared catalog term and/or major are prior to Fall 2011. Certificate of Completions prior to Fall 2011 cannot be viewed in Degree Works. If you wish to follow your declared major, refer to the appropriate curriculum guide at www.lcc.edu/catalog/degree_certificateprograms/. You may do a What-If (located on the left side of the screen) to view your progress in a more current version of a major. If you then wish to update your declared major and/or term, submit a program change form found at www.lcc.edu/academics/programs/change/. You may contact an LCC advisor for assistance.

III.D. 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.

https://altima.lcc.edu/ - DegreeWorks by SunGard Higher Education Master Environment - Windows Internet Explorer

DegreeWorks | LANSING COMMUNITY COLLEGE

myLCC | FAQ | Help | Print | Log Out

Find Student ID: [] Name: [Sarah] Degree: [CC] Major: [Correctional Officer, CC] Last Audit: [Today] Last Refresh: [10/22/2012 at 3:32 pm]

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

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

History | What If | Look Ahead

Student View AA099473 as of 11/05/2012 at 16:03

Student ID: [] Name: [Sarah] Degree: Certificate of Completion
Major: Correctional Officer, CC
Overall GPA: 0.00

Test Environment

☒ Certificate of Completion Academic Year: Fall 2012 - Summer 2013 Min Credits Required: 15
GPA: 0.00 Credits Applied: 0

Unmet conditions for this set of requirements: 15 credits are required. You currently have 0, you still need 15 more credits.

☐ Major Requirements Still Needed: See Correctional Officer section

☒ Correctional Officer Academic Year: Fall 2012 - Summer 2013
GPA: 0.00

Unmet conditions for this set of requirements: A minimum of 5.00 credits in this major must be taken at LCC.

NOTE: This current version will be effective for four years after the next revision within DegreeWorks. Majors may be revised annually.

☐ CJUS 131 Still Needed: 1 Class in CJUS 131

In “Worksheet” tab on the left, click “What If,” and...

The screenshot shows the DegreeWorks interface for Lansing Community College. The left sidebar has tabs: Worksheets, My Educational Plan, Notes, Exceptions, and GPA Calc. The 'Worksheets' tab is active, and the 'What If' link is highlighted. The main area shows the 'What-If' section with a dropdown for 'Academic Year' set to 'Fall 2011 - Summer 2012'. Below this is a section 'Choose Your Different Areas of Study' with a 'Major' dropdown set to 'Pick a Major'. To the right is a 'Chosen Areas of study' box. Below that is a 'Choose Your Future Classes' section with 'Subject' and 'Number' input fields and an 'Add Course' button. To the right is a 'Courses you are considering' box. The top navigation bar includes myLCC, FAQ, Help, Print, and Log Out. The top search bar includes Student ID, Name (Sarah), Degree (CC), Major (Correctional Officer, CC), Last Audit (Today), and Last Refresh (10/22/2012 at 3:32 pm).

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

This screenshot shows the 'What If' dropdown menu open. The menu lists various academic years and programs. The 'Fall 2011 - Summer 2012' option is highlighted. The menu also includes options like 'Pick an Academic Year', 'End of Time-Working Scrib', 'Fall 2015 - Summer 2016', 'Fall 2014 - Summer 2015', 'Fall 2013 - Summer 2014', 'Fall 2012 - Summer 2013', 'Fall 2011 - Summer 2012', 'Fall 2010 - Summer 2011', '1960-1961', '1959-1960', '1958-1959', '1957-1958', '1951-1952', '1949-1950', and 'Beginning of Time'. The 'Major' dropdown is set to 'Pick a Major'.

This screenshot shows the 'What If' dropdown menu open, displaying a list of programs. The 'Auto Collision Repair CA' option is highlighted. The list includes programs such as 'Pick a Major', 'Accounting AB', 'Accounting, CPA Exam Prep AB', 'Acute Care Nurse Assist/PCT CC', 'Administrative Office Tech CA', 'Administrative Office Tech AB', 'Airframe Maintenance Tech CA', 'Audio CA', 'Auto Collision Repair CA', 'Automated Systems Tech CA', 'Basic Emergency Med Techn CC', 'Biology AS', 'Building Maintenance CA', 'Business Administration AB', 'CDA Credential Training CC', 'Child Develop & Early Educ AA', 'Child Develop & Early Educ CA', 'Civil Technology AAS', 'Comp Graphics Animation AAA', 'Comp Graphics, Multimedia CA', 'Comp Graphics, Web Design CA', 'Comp Net & Info Security AB', 'Comp Repair/Support Techn AAS', 'Computer Programmer/Analyst CC', 'Computer Programmer/Analyst AB', 'Correctional Officer CC', 'Customer Energy Specialist CA', 'Dental Hygiene AAS', and 'Dental Hygiene AAS'. The 'Major' dropdown is set to 'Pick a Major'.

...click "Process What-If" button.

The screenshot shows the DegreeWorks interface for Lansing Community College. The top navigation bar includes 'myLCC', 'FAQ', 'Help', 'Print', and 'Log Out'. The main content area has tabs for 'Worksheets', 'My Educational Plan', 'Notes', 'Exceptions', and 'GPA Calc'. The 'Process What-If' button is highlighted with a red arrow. Below this, the 'What-If' section shows the 'Academic Year' set to 'Fall 2011 - Summer 2012' and the 'Major' set to 'Auto Collision Repair CA'. The 'Choose Your Future Classes' section is also visible.

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

The screenshot shows the DegreeWorks interface for Lansing Community College. The top navigation bar includes 'myLCC', 'FAQ', 'Help', 'Print', and 'Log Out'. The main content area has tabs for 'Worksheets', 'My Educational Plan', 'Notes', 'Exceptions', and 'GPA Calc'. The 'Test Environment' section is highlighted with a red circle. Below this, the 'What If' section shows the 'Student' ID and 'Major' set to 'Auto Collision Repair CA'. The 'Overall GPA' is 0.00. The 'Certificate of Achievement' section shows the 'Academic Year' set to 'Fall 2011 - Summer 2012' and the 'Min Credits Required' set to 35. The 'Auto Collision Repair' section shows the 'Academic Year' set to 'Fall 2011 - Summer 2012' and the 'GPA' set to 0.00. The 'Unmet conditions for this set of requirements' section lists several courses that are still needed.

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. My ACADEMIC PLAN

IV.A. In *Chrome or Firefox*, click the “My Academic Plan” tab beneath the student’s name.

[Back to Self-Service](#)
[Transcript](#)
[myLCC](#)
[FAQ](#)
[Help](#)
[Print](#)
[Template Management](#)
[Log Out](#)

Student ID

Name

Degree

Major

Last Audit

Last Refresh

Omar

AS

Engineering/Physics, AS

Today

Today at 10:42 am

Worksheets

My Academic Plan(MAP)

Notes

GPA Calc

Format:

Student View

View

Save as PDF

Process New

☒ Include in-progress classes
☒ Include preregistered classes

[Academic Record](#)

What If

Look Ahead

Student View

AA70A617 as of 04/30/2015 at 10:42

Student

ID

Omar

Degree

Major

Overall GPA

Associate in Science

Engineering/Physics, AS

3.970

Associate in Science Degree

Academic Year: Fall 2014 - Summer 2015

GPA: 3.970

(1) 'Credits Applied' include those earned at LCC, transferred to LCC, and in progress. (2) Courses on your LCC transcript before Fall 1993 are not used in your Degree Works audit. To see if such courses may be used toward your degree, contact the department overseeing your declared major. NOTE: Course Codes beginning with HSxx or HTxx cannot be used to fulfill degree requirements. Therefore, when doing a What-If Audit, any HSxx or HTxx course credits need to be subtracted from the 'Credits Applied' total.

☒ You meet the min 2.0 cumulative GPA requirement.

☐ Major Requirements Still Needed: See Engineering/Physics section

Engineering/Physics

Academic Year: Fall 2014 - Summer 2015

GPA: 3.960

Min Credits Required: 60

Credits Applied: 59

Unmet conditions for this set of requirements: 1 Credit needed

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

(1) Please be aware that you may need more than the credits below to reach the 60-credit minimum required for the Associate in Science Degree. (2) Where applicable, required major courses may also meet General Education MTA requirements. (3) This current version will be effective for four years after the next revision within Degree Works. Majors may be revised annually.

<input checked="" type="checkbox"/> MATH 253	MATH 253	Calculus III	4.0	4	Spring 2007
<input checked="" type="checkbox"/> PHYS 252	PHYS 252	Physics II:Electrom/Wave/Optic	4.0	5	Spring 2008
<input checked="" type="checkbox"/> MATH 152 or MATH 162	MATH 152	Calculus II	4.0	4	Fall 2006
<input checked="" type="checkbox"/> MATH 254 or MATH 260	MATH 254	Intro to Differential Equation	4.0	3	Fall 2007
<input checked="" type="checkbox"/> CHEM 151 or CPSC 131 or CPSC 230	CPSC 131	Tech Prob Solving Using MATLAB	4.0	3	Spring 2008

IV.B. Click “Select Template” if no previous plans exist. Otherwise, either click “New Plan” first or select existing plan and then double-click it.

The screenshot shows the DegreeWorks application interface. At the top, there is a navigation bar with links: Back to Self-Service, Transcript, mlcC, FAQ, Help, Print, Template Management, and Log Out. Below this, a header section displays user information: Student ID, Name (Omar), Degree (AS), Major (Engineering/Physics, AS), Last Audit (Today), and Last Refresh (Today at 10:42 am). There are also icons for a clock and a document. Below the header, there are tabs for Worksheets, My Academic Plan (MAP), Notes, and GPA Calc. The main content area shows a list of plans, with a 'New Plan' button on the right. A 'Create Plan' dialog box is open in the foreground, asking the user if they want to create a plan based on a template or start from scratch. The dialog has two buttons: 'Blank Plan' and 'Select Template'. Red arrows indicate the flow from the 'New Plan' button to the 'Select Template' button.

DegreeWorks

Back to Self-Service Transcript mlcC FAQ Help Print Template Management Log Out

Student ID [] Name Omar [] Degree AS Major Engineering/Physics, AS Last Audit Today Last Refresh Today at 10:42 am

Worksheets My Academic Plan (MAP) Notes GPA Calc

Student Planner for Omar [] [] New Plan

List of plans Delete Open

Create Plan

Would you like to create a plan based on a template or would you like to start from scratch?

Blank Plan Select Template

IV.C. If desired, click “Degree”...

The screenshot shows the DegreeWorks interface for Lansing Community College. The top navigation bar includes links for Back to Self-Service, Transcript, myLCC, FAQ, Help, Print, Template Management, and Log Out. Below this is a form for Student ID, Name (Omar), Degree (AS), Major (Engineering/Physics, AS), Last Audit (05/01/2015), and Last Refresh (Today at 4:27 am). There are buttons for Worksheets, My Academic Plan(MAP), Notes, and GPA Calc. A Student Planner section shows the name Omar. Below this is a Browse Templates section with a search bar and a Filter button. A table of degree programs is displayed, with columns: Description, Level, Major, Degree, Catalog Year, Term Scheme, ID, Who, What, and Modified. The 'Degree' column is highlighted with a red arrow.

Description	Level	Major	Degree	Catalog Year	Term Scheme	ID	Who	What	Modified
Associate in Business - Computer Programmer Analyst (0113, A	CR	0969	AB	2015	COMPLETE_SCHEDULE_SEA	T0000028	Manager, Degi	NOT SET	12/23/14
Associate in Business - Computer Support Specialist (0713, AB,	CR	0713	AB	2014	COMPLETE_SCHEDULE_SEA	T0000019	Manager, Degi	NOT SET	12/23/14
Associate in Business - Computer Support Specialist (0713, AB,	CR	0713	AB	2015	COMPLETE_SCHEDULE_SEA	T0000022	Manager, Degi	NOT SET	12/23/14
Associate in Business - Marketing (0204, AB, 2013-2014)	CR	0204	AB	2014	COMPLETE_SCHEDULE_SEA	T0000017	Manager, Degi	NOT SET	12/23/14

...to sort by degree type (AA, AAA, AAS, AB, AS, CA, CC, GA) rather than Description (“Associate in Applied Arts...” etc.). Remember that if you know the curriculum code for a certain program, you could click “Major” to sort numerically instead.

IV.D. Remembering that within each degree type the listing still might not be 100% alphabetical, highlight desired program, including chosen Banner year (2015 is F14-Sum15, etc.)...

The screenshot shows the DegreeWorks interface with a list of degree programs. The 'Open' button is highlighted with a red arrow. The table of degree programs is expanded, showing more rows. The 'Degree' column is highlighted with a red arrow.

Description	Level	Major	Degree	Catalog Year	Term Scheme	ID	Who	What	Modified
Associate in Business - Computer Programmer Analyst (0113, A	CR	0969	AB	2015	COMPLETE_SCHEDULE_SEA	T0000028	Manager, Degi	NOT SET	12/23/14
Associate in Business - Computer Support Specialist (0713, AB,	CR	0713	AB	2014	COMPLETE_SCHEDULE_SEA	T0000019	Manager, Degi	NOT SET	12/23/14
Associate in Business - Computer Support Specialist (0713, AB,	CR	0713	AB	2015	COMPLETE_SCHEDULE_SEA	T0000022	Manager, Degi	NOT SET	12/23/14
Associate in Business - Marketing (0204, AB, 2013-2014)	CR	0204	AB	2014	COMPLETE_SCHEDULE_SEA	T0000017	Manager, Degi	NOT SET	12/23/14
Associate in Business - Marketing (0204, AB, 2014-2015)	CR	0204	AB	2015	COMPLETE_SCHEDULE_SEA	T0000021	Manager, Degi	NOT SET	12/23/14
Associate in Science - Biology (0221, AS, 2013-2014)	CR	0221	AS	2014	COMPLETE_SCHEDULE_SEA	T0000014	Manager, Degi	NOT SET	12/23/14
Associate in Science - Biology (0221, AS, 2014-2015)	CR	0221	AS	2015	COMPLETE_SCHEDULE_SEA	T0000023	Manager, Degi	NOT SET	12/23/14
Associate in Science - Computer Science (0169, AS, 2013-2014)	CR	0169	AS	2014	COMPLETE_SCHEDULE_SEA	T0000013	Manager, Degi	NOT SET	12/23/14
Associate in Science - Computer Science (0169, AS, 2014-2015)	CR	0169	AS	2015	COMPLETE_SCHEDULE_SEA	T0000024	Manager, Degi	NOT SET	12/23/14
Associate in Science - Engineering/Physics (1619, AS, 2013-20	CR	1619	AS	2014	COMPLETE_SCHEDULE_SEA	T0000015	Manager, Degi	NOT SET	12/23/14
Associate in Science - Engineering/Physics (1619, AS, 2014-20	CR	1619	AS	2015	COMPLETE_SCHEDULE_SEA	T0000026	Manager, Degi	NOT SET	12/23/14
Associate in Science - Mathematics (1620, AS, 2013-2014)	CR	1620	AS	2014	COMPLETE_SCHEDULE_SEA	T0000016	Manager, Degi	NOT SET	12/23/14
Associate in Science - Mathematics (1620, AS, 2014-2015)	CR	1620	AS	2015	COMPLETE_SCHEDULE_SEA	T0000025	Manager, Degi	NOT SET	12/23/14

...and either double-click it or click the “Open” button.

IV.E. In “Select a Starting Term” popup, select a semester and then click “OK”...

The screenshot shows the DegreeWorks interface for Lansing Community College. The top navigation bar includes links for Back to Self-Service, Transcript, myLCC, FAQ, Help, Print, Template Management, and Log Out. The main area displays student information and a list of academic plans. A 'Select a starting Term' popup is open, allowing the user to choose a term for the starting term of the plan. The dropdown menu is open, showing a list of semesters: Fall 2012, Fall 2013, Fall 2014, Fall 2015, Fall 2016, Fall 2018, and Fall 2019. A red arrow points from the 'Select' button in the popup to the 'Fall 2015' option in the dropdown. Another red arrow points from the 'OK' button in the popup to the 'OK' button in the main interface.

...to open template for that program. **TIP:** If student needs developmental or other prep classes, consider starting the plan a year or more later—the prep semesters then can be added in. If student already is partially through the program, start the plan now—completed classes or even semesters can be deleted. The “Reassign” function also can switch a Fall semester to Spring, etc.

Notice planned semesters and credit load derived from the Suggested Course Sequence on the curriculum guide.

The screenshot shows the DegreeWorks interface for Lansing Community College. The top navigation bar includes links for Back to Self-Service, Transcript, myLCC, FAQ, Help, Print, Template Management, and Log Out. The main area displays student information and a list of academic plans. A 'My Academic Plan(MAP)' is open for the Associate in Science - Engineering/Physics (1619, AS, 2014-2015) program. The plan shows a list of semesters and their corresponding credit loads. A red arrow points from the 'Expand All Terms' icon (a plus sign) to the 'Expand All Terms' icon in the main interface. Another red arrow points from the 'Reassign' button to the 'Reassign' button in the main interface.

IV.F. Click “Expand All Terms” icon...

...to see classes on each semester of the template, including 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”).

The screenshot shows the DegreeWorks interface for Lansing Community College. The top navigation bar includes links like 'Back to Self-Service', 'Transcript', 'myLCC', 'FAQ', 'Help', 'Print', 'Template Management', and 'Log Out'. The student's information is displayed at the top, including Student ID, Name (Omar), Degree (AS), Major (Engineering/Physics, AS), Last Audit (05/01/2015), and Last Refresh (Today at 4:27 pm). The 'My Academic Plan(MAP)' tab is selected, showing a plan for 'Associate in Science - Engineering/Physics (1619, AS, 2014-2015)'. The plan is for Fall 2015 and Spring 2016. The 'View: Edit' dropdown is set to 'Edit'. The 'Still Needed' section on the right lists various courses. The main table shows requirements for each semester, with columns for Critical, Course Requirement, Credits, Minimum Grade, Campus, Delivery, and Notes. Red arrows point to the 'View: Edit' dropdown, the 'Critical' checkbox, the 'Course Requirement' field, the 'Credits' field, the 'Minimum Grade' field, the 'Campus' dropdown, and the 'Delivery' dropdown.

Notice that view defaults to “Edit.” However, in a future upgrade the “Audit” view can show audit—if major is correctly declared—and plan side by side after the plan first is saved.

IV.G. To move a requirement to a later semester, click the line to highlight, and then...

This screenshot shows the same DegreeWorks interface as the previous one, but with a red arrow pointing to the 'MATH 151 or MATH 161' requirement in the Spring 2016 section. The arrow indicates that this requirement is being highlighted for movement to a later semester. The interface shows the same student information and navigation bar. The 'My Academic Plan(MAP)' tab is selected, and the plan is for 'Associate in Science - Engineering/Physics (1619, AS, 2014-2015)'. The plan is for Fall 2015 and Spring 2016. The 'View: Edit' dropdown is set to 'Edit'. The 'Still Needed' section on the right lists various courses. The main table shows requirements for each semester, with columns for Critical, Course Requirement, Credits, Minimum Grade, Campus, Delivery, and Notes. The 'MATH 151 or MATH 161' requirement is highlighted in the Spring 2016 section.

...drag to the desired semester...

DegreeWorks LANSING COMMUNITY COLLEGE

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

Student ID: [] Name: Omar Degree: AS Major: Engineering/Physics, AS Last Audit: Today Last Refresh: Today at 10:42 am

Worksheets My Academic Plan (MAP) Notes GPA Calc

Student Planner for Omar

Description: Associate in Science - Engineering/Physics (1619, AS, 2014-2015) ☐ Active ☐ Locked

Degree: Associate in Science Level: Credit

Tracking Status: Not displayed, plan is not active

Fall 2015 Total Credits: 16.0

Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	SSGE 100	4.0	2.0	None	None	
<input type="checkbox"/>	HUMG 100	4.0	2.0	None	None	

Choice Requirement

Critical	Choice Requirement	Minimum Credits	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	WRIT 121 or WRIT 131	4.0	2.0	None	None	
<input checked="" type="checkbox"/>	MATH 151 or MATH 161	4.0	2.0	None	None	

Spring 2016 Total Credits: 19.0

Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	HUMG 100	4.0	2.0	None	None	

Choice Requirement

Critical	Choice Requirement	Minimum Credits	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	MATH 152 or MATH 162	4.0	None	None	None	
<input type="checkbox"/>	CHEM 151 or CPSC 131 or CPSC 227 or CPSC 230	3.0	None	None	None	
<input type="checkbox"/>	WRIT 122 or WRIT 132	4.0	2.0	None	None	
<input type="checkbox"/>	MATH 151 or MATH 161	4.0	2.0	None	None	

Summer 2016 Total Credits: 0.0

Fall 2016 Total Credits: 16.0

Reassign Delete this term

Create Block Audit What-If Delete Save As... Save

Still Needed Courses

Course	#	Title
<input type="checkbox"/>	Accounting (ACCG)	
<input type="checkbox"/>	Aerospace Studies (AERO)	
<input type="checkbox"/>	Alternative Energy Eng Tech (AET)	
<input type="checkbox"/>	Anthropology (ANTH)	
<input type="checkbox"/>	Apprenticeships (APPR)	
<input type="checkbox"/>	Architecture (ARCH)	
<input type="checkbox"/>	Art Seminars and Workshops (ARWS)	
<input type="checkbox"/>	Art, Design and Multimedia (ARTS)	
<input type="checkbox"/>	Astronomy (ASTR)	
<input type="checkbox"/>	Auto Body Collision Repair (AUTB)	
<input type="checkbox"/>	Automotive (AUTO)	
<input type="checkbox"/>	Aviation Airframe Maintenance (AVAF)	
<input type="checkbox"/>	Aviation Electronics (AVEL)	
<input type="checkbox"/>	Aviation General Maintenance (AVGM)	
<input type="checkbox"/>	Aviation Powerplant Maint (AVPP)	
<input type="checkbox"/>	Biology (BIOL)	
<input type="checkbox"/>	Building Related (BLDR)	
<input type="checkbox"/>	Building Trades (BLDT)	
<input type="checkbox"/>	Business (BUSN)	
<input type="checkbox"/>	Business Seminars (BSEM)	
<input type="checkbox"/>	Chemistry (CHEM)	

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...and release left-click to drop it into that semester. Continue this cascade class-by-class as desired. (DW currently does not read prerequisites in plans, though in future it may.) In any event, remember that the view can be scrolled through with the scrollbar.

DegreeWorks LANSING COMMUNITY COLLEGE

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

Student ID: [] Name: Omar Degree: AS Major: Engineering/Physics, AS Last Audit: Today Last Refresh: Today at 10:42 am

Worksheets My Academic Plan (MAP) Notes GPA Calc

Student Planner for Omar

Description: Associate in Science - Engineering/Physics (1619, AS, 2014-2015) ☐ Active ☐ Locked

Degree: Associate in Science Level: Credit

Tracking Status: Not displayed, plan is not active

Spring 2016 Total Credits: 19.0

Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	HUMG 100	4.0	2.0	None	None	

Choice Requirement

Critical	Choice Requirement	Minimum Credits	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	MATH 152 or MATH 162	4.0	None	None	None	
<input type="checkbox"/>	CHEM 151 or CPSC 131 or CPSC 227 or CPSC 230	3.0	None	None	None	
<input type="checkbox"/>	WRIT 122 or WRIT 132	4.0	2.0	None	None	
<input type="checkbox"/>	MATH 151 or MATH 161	4.0	2.0	None	None	

Summer 2016 Total Credits: 0.0

Fall 2016 Total Credits: 16.0

Reassign Delete this term

Create Block Audit What-If Delete Save As... Save

Still Needed Courses

Course	#	Title
<input type="checkbox"/>	Accounting (ACCG)	
<input type="checkbox"/>	Aerospace Studies (AERO)	
<input type="checkbox"/>	Alternative Energy Eng Tech (AET)	
<input type="checkbox"/>	Anthropology (ANTH)	
<input type="checkbox"/>	Apprenticeships (APPR)	
<input type="checkbox"/>	Architecture (ARCH)	
<input type="checkbox"/>	Art Seminars and Workshops (ARWS)	
<input type="checkbox"/>	Art, Design and Multimedia (ARTS)	
<input type="checkbox"/>	Astronomy (ASTR)	
<input type="checkbox"/>	Auto Body Collision Repair (AUTB)	
<input type="checkbox"/>	Automotive (AUTO)	
<input type="checkbox"/>	Aviation Airframe Maintenance (AVAF)	
<input type="checkbox"/>	Aviation Electronics (AVEL)	
<input type="checkbox"/>	Aviation General Maintenance (AVGM)	
<input type="checkbox"/>	Aviation Powerplant Maint (AVPP)	
<input type="checkbox"/>	Biology (BIOL)	
<input type="checkbox"/>	Building Related (BLDR)	
<input type="checkbox"/>	Building Trades (BLDT)	
<input type="checkbox"/>	Business (BUSN)	
<input type="checkbox"/>	Business Seminars (BSEM)	
<input type="checkbox"/>	Chemistry (CHEM)	

TIP: Depending on where the student is in the program, you can delete semesters or add more.

IV.H. To add a class, such as for a prerequisite, click arrow at left of appropriate subject/alpha-code to bring up list of possible classes...

Student ID: [Redacted] Name: Omar Degree: NONAWD Major: Transfer to Another Inst Last Audit: [Redacted] Last Refresh: Today at 4:23 am

Worksheets: My Educational Plan Notes GPA Calc

Student Planner for: Omar

Description: Associate in Arts - Business and Accounting (1622, AA, 21) Active Locked

Degree: Nonaward Level: Credit

Tracking Status: Not displayed, plan is not active

Fall 2015 Total Credits: 17.0

Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	BUSN 1	3.0	None	None	None	
<input type="checkbox"/>	ECON 2	4.0	None	None	None	
<input type="checkbox"/>	ELTC 10	2.0	None	None	None	

Choice Req Minimum Credits Minimum Grade Campus Delivery Notes

WRIT 121 or WRIT 131 4.0 2.0 None None

Spring 2016 Total Credits: 20.0

Reassign Delete this term

Create Block Audit What-If Delete Save As... Save

Still Needed Courses

Course	#	Title
MRI Technology (MRIT)		
Management (MGMT)		
Manuf Engr Tech - Design (METD)		
Manuf Engr Tech - Machining (METM)		
Manuf Engr Tech - Systems (METS)		
Marketing (MKTG)		
Massage (MASG)		
Math Core (MCRE)		
Mathematics (MATH)		
MATH 001		Math Minus A
MATH 045		Math Refresh
MATH 050		PreAlgebra
MATH 105		Mathematical
MATH 107		Introductory A
MATH 112		Intermediate
MATH 114		Technical Ma
MATH 115		Technical Ma
MATH 117		Math for Busi
MATH 118		The Art of Ge
MATH 119		Math - Applic
MATH 120		College Alge

...and then click and drag class to desired semester.

Student ID: [Redacted] Name: Omar Degree: NONAWD Major: Transfer to Another Inst Last Audit: [Redacted] Last Refresh: Today at 4:23 am

Worksheets: My Educational Plan Notes GPA Calc

Student Planner for: Omar

Description: Associate in Arts - Business and Accounting (1622, AA, 21) Active Locked

Degree: Nonaward Level: Credit

Tracking Status: Not displayed, plan is not active

Fall 2015 Total Credits: 17.0

Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	BUSN 1	3.0	None	None	None	
<input type="checkbox"/>	ECON 2	4.0	None	None	None	
<input type="checkbox"/>	ELTC 10	2.0	None	None	None	

Choice Req Minimum Credits Minimum Grade Campus Delivery Notes

WRIT 121 or WRIT 131 4.0 2.0 None None

Spring 2016 Total Credits: 20.0

Reassign Delete this term

Create Block Audit What-If Delete Save As... Save

Still Needed Courses

Course	#	Title
MRI Technology (MRIT)		
Management (MGMT)		
Manuf Engr Tech - Design (METD)		
Manuf Engr Tech - Machining (METM)		
Manuf Engr Tech - Systems (METS)		
Marketing (MKTG)		
Massage (MASG)		
Math Core (MCRE)		
Mathematics (MATH)		
MATH 001		Math Minus A
MATH 045		Math Refresh
MATH 050		PreAlgebra
MATH 105		Mathematical
MATH 107		Introductory A
MATH 112		Intermediate
MATH 114		Technical Ma
MATH 115		Technical Ma
MATH 117		Math for Busi
MATH 118		The Art of Ge
MATH 119		Math - Applic
MATH 120		College Alge

Releasing left-click drops class into place.

Student ID: [Redacted] Name: Omar Degree: NONAWD Major: Transfer to Another Inst Last Audit: [Redacted] Last Refresh: Today at 4:23 am

Worksheets: My Educational Plan Notes GPA Calc

Student Planner for: Omar

Description: Associate in Arts - Business and Accounting (1622, AA, 21) Active Locked

Degree: Nonaward Level: Credit

Tracking Status: Not displayed, plan is not active

Fall 2015 Total Credits: 17.0

Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	BUSN 1	3.0	None	None	None	
<input type="checkbox"/>	ECON 2	4.0	None	None	None	
<input type="checkbox"/>	ELTC 10	2.0	None	None	None	

Choice Req Minimum Credits Minimum Grade Campus Delivery Notes

WRIT 121 or WRIT 131 4.0 2.0 None None

Spring 2016 Total Credits: 20.0

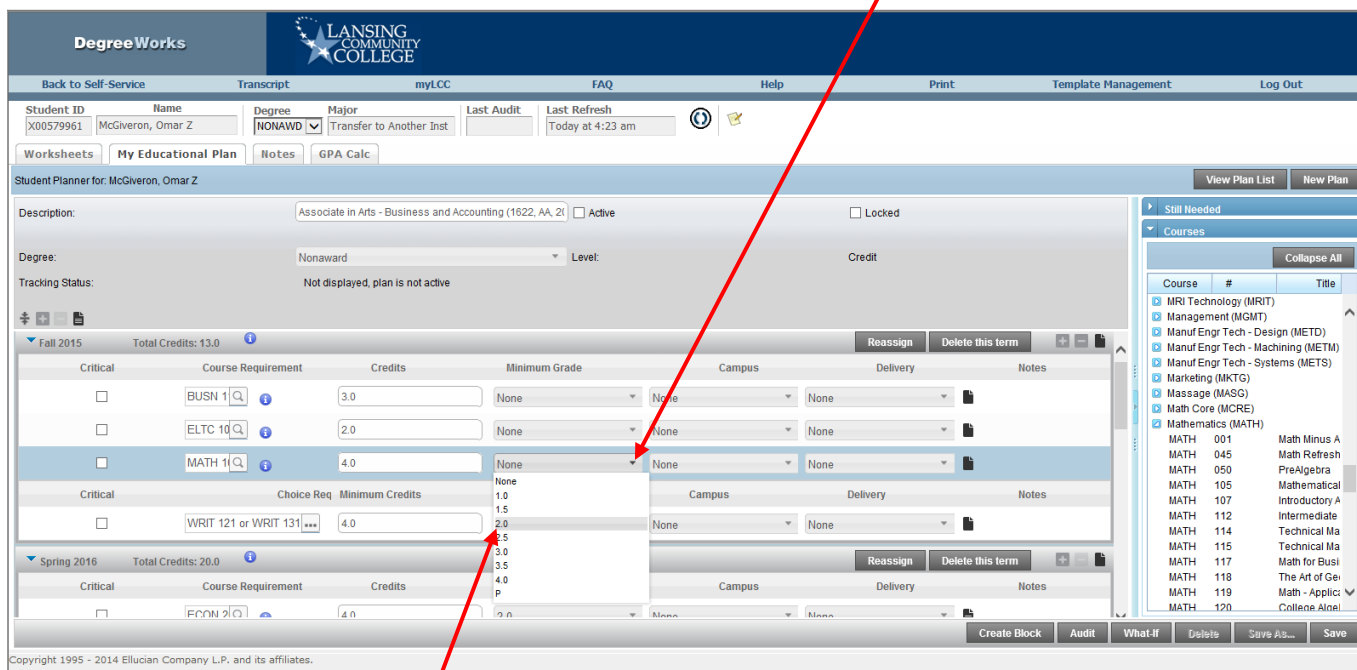
Reassign Delete this term

Create Block Audit What-If Delete Save As... Save

Still Needed Courses

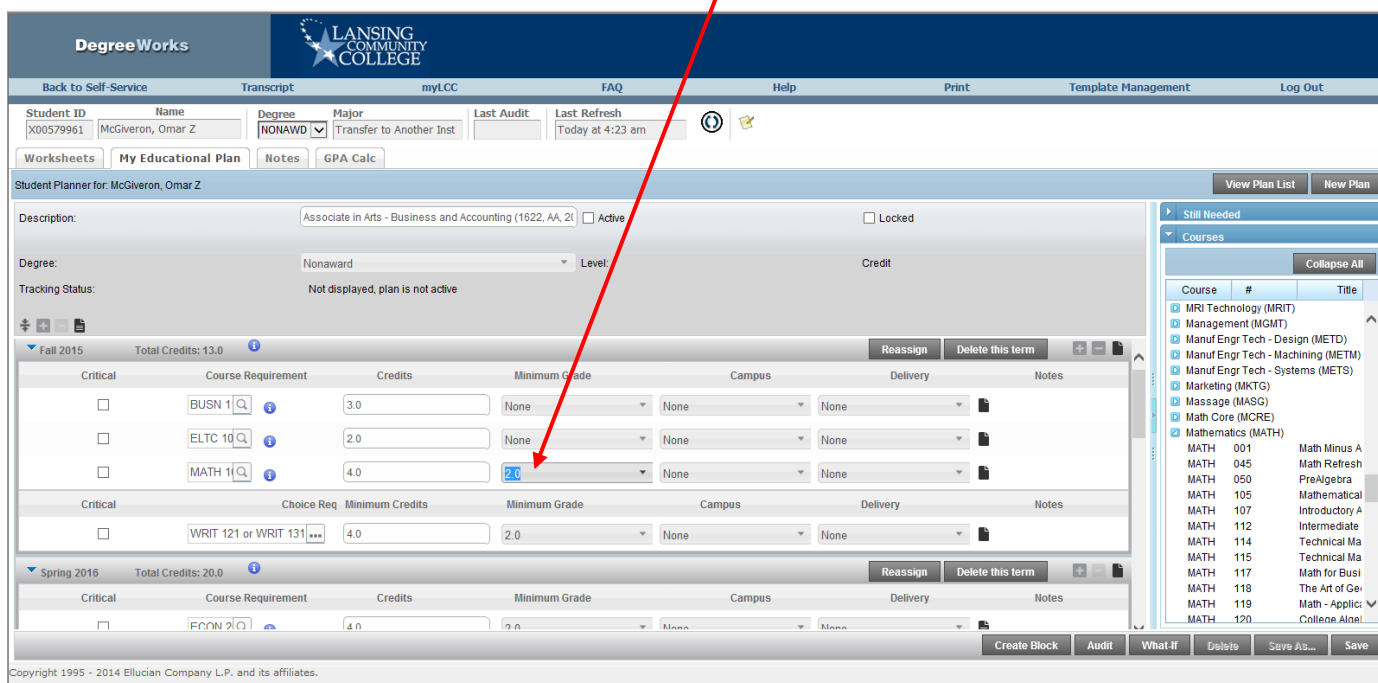
Course	#	Title
MRI Technology (MRIT)		
Management (MGMT)		
Manuf Engr Tech - Design (METD)		
Manuf Engr Tech - Machining (METM)		
Manuf Engr Tech - Systems (METS)		
Marketing (MKTG)		
Massage (MASG)		
Math Core (MCRE)		
Mathematics (MATH)		
MATH 001		Math Minus A
MATH 045		Math Refresh
MATH 050		PreAlgebra
MATH 105		Mathematical
MATH 107		Introductory A
MATH 112		Intermediate
MATH 114		Technical Ma
MATH 115		Technical Ma
MATH 117		Math for Busi
MATH 118		The Art of Ge

IV.I. To specify a minimum grade for the student, click the “Minimum Grade” dropdown...



The screenshot shows the DegreeWorks interface for Lansing Community College. The user is logged in as Omar Z McGiveron. The interface displays the 'My Educational Plan' for the Associate in Arts - Business and Accounting (1622, AA, 21) degree. The plan is currently set to 'Nonaward' and 'Not displayed, plan is not active'. The plan shows two semesters: Fall 2015 and Spring 2016. The Fall 2015 semester has a total of 13.0 credits. The courses listed are BUSN 101 (3.0 credits), ELTC 101 (2.0 credits), and MATH 101 (4.0 credits). The Spring 2016 semester has a total of 20.0 credits. The courses listed are WRIT 121 or WRIT 131 (4.0 credits) and ECON 201 (4.0 credits). A red arrow points to the 'Minimum Grade' dropdown menu for the MATH 101 course, which is currently set to 'None'. The dropdown menu is open, showing a list of grades from 'None' to 'A'.

...and then click the desired grade, which then fills in.



The screenshot shows the DegreeWorks interface for Lansing Community College. The user is logged in as Omar Z McGiveron. The interface displays the 'My Educational Plan' for the Associate in Arts - Business and Accounting (1622, AA, 21) degree. The plan is currently set to 'Nonaward' and 'Not displayed, plan is not active'. The plan shows two semesters: Fall 2015 and Spring 2016. The Fall 2015 semester has a total of 13.0 credits. The courses listed are BUSN 101 (3.0 credits), ELTC 101 (2.0 credits), and MATH 101 (4.0 credits). The Spring 2016 semester has a total of 20.0 credits. The courses listed are WRIT 121 or WRIT 131 (4.0 credits) and ECON 201 (4.0 credits). A red arrow points to the 'Minimum Grade' dropdown menu for the MATH 101 course, which is now set to '2.0'.

IV.J. To delete a class—because transferred or previously done—click on its line to highlight...

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...and then click the “-” button.

IV.K. To save, click “Active,” “Locked,” (so student cannot change this plan), and “Save.”

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Change “Description” to 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.L. To see list of existing plans again, click “My Academic Plan” tab.

Student ID: [] Name: Omar Degree: Nonaward Major: Transfer to Another Inst Last Audit: Last Refresh: Today at 4:23 am

Worksheets My Educational Plan Notes GPA Calc

Student Planner for Omar

Description: Associate in Arts - Business and Accounting (1622, AA, 2) ☒ Active ☒ Locked

Degree: Nonaward Level: Credit

Tracking Status: ---

Term	Total Credits	Reassign	Delete this term
Fall 2015	13.0	[+]	[X]
Spring 2016	20.0	[+]	[X]
Summer 2016	0.0	[+]	[X]
Fall 2016	13.0	[+]	[X]
Spring 2017	14.0	[+]	[X]
Summer 2017	0.0	[+]	[X]
Fall 2018	0.0	[+]	[X]
Spring 2018	0.0	[+]	[X]
Summer 2018	0.0	[+]	[X]

Last updated by: McGiverson, Rafeeq O on 04-Mar-2015

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

Student ID: [] Name: Omar Degree: Nonaward Major: Transfer to Another Inst Last Audit: Last Refresh: Today at 4:23 am

Worksheets My Educational Plan Notes GPA Calc

Student Planner for Omar

New Plan

Description	Active	Modified	Who	Degree	Level	Status
AS-Bio (0221 F2014)-2015.02.23-Rafeeq N	N	03/04/2015	McGiverson, Rafeeq O	NONAWD	CR	LOCKED
AS-Biology (0221 Fall2014-15)-2015.02 N	N	02/23/2015	McGiverson, Rafeeq O	NONAWD	CR	LOCKED
Associate in Arts - Business and Accour Y	Y	03/04/2015	McGiverson, Rafeeq O	NONAWD	CR	LOCKED
test 2014.01.26	N	03/04/2015	McGiverson, Rafeeq O	NONAWD	CR	NOT LOCKED

Again, clicking “Locked” before saving is very important, because it prevents a student from changing this plan. If you forget, simply double-click to open it again, and then click “Locked” before saving again. Also, remember that only one plan at a time can be “Active.”

IV.M. If instead for some reason it is desirable to create a plan completely from scratch, click “New Plan” and the “Blank Plan” at the popup.

Description	Active	Modified	Who	Degree	Level	Status
AS-Bio (0221 F2014)-2015.02.23-Rafeeq N	N	03/04/2015	McGiverson, Rafeeq O	NONAWD	CR	LOCKED
AS-Biology (0221 Fall2014-15)-2015.02 N	N	02/23/2015	McGiverson, Rafeeq O	NONAWD	CR	LOCKED
Associate in Arts - Business and Accour Y	Y	03/04/2015	McGiverson, Rafeeq O	NONAWD	CR	LOCKED
test 2014.01.26	N	03/04/2015	McGiverson, Rafeeq O	NONAWD	CR	NOT LOCKED

Create Plan

Would you like to create a plan based on a template or would you like to start from scratch?

Blank Plan Select Template

IV.N. Give the blank plan a title/description per this format: **Program, deg/cert type: Subchoice [if applicable]_curric yr_date** (for example, **CJ Law, AAS: Subchoice Mid MI PA_15-16_20150602**).

https://altima.lcc.edu/ - DegreeWorks by SunGard Higher Education Master Environment - Windows Internet Explorer

DegreeWorks

myLCC FAQ Help Print Log Out

Find Student ID Name Degree Major Last Audit Last Refresh
 [] Sarah [] CC Correctional Officer, CC Today 01/08/2013 at 3:38 pm

Worksheets My Educational Plan Notes Exceptions GPA Calc

Student Planner for: Sarah []

Plan

Description

Degree CC Level: OR Active Locked

Disclaimer: You are encouraged to use this degree plan as a guide for tracking 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 plan 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 plan, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

Still Needed

This field may not be empty or contain only spaces.

Administrative (ADMN)
 Aerospace Studies (AERO)
 Agriculture (AGRI)
 Alternative Energy Eng Tech (AEET)
 Anthropology (ANTH)
 Apprenticeships (APPR)
 Architecture (ARCH)
 Art Seminars and Workshops (ARWS)
 Art, Design and Multimedia (ARTS)
 Astronomy (ASTR)
 Auto Body Collision Repair (AUTB)
 Automotive (AUTO)
 Aviation Airframe Maintenance (AVAF)
 Aviation Electronics (AVEL)
 Aviation Flight Training (AVFT)
 Aviation General Maintenance (AVGM)
 Aviation Ground School (AVGS)
 Aviation Powerplant Maint (AVPP)
 Aviation Simulator Training (AVST)

Audit Delete Save As... Save

IV.O. Click “+” button to bring up a list of semesters...

DegreeWorks

Back to Self-Service Transcript myLCC FAQ Help Template Management Log Out

Student ID Name Degree Major Last Audit Last Refresh
 [] Sarah [] CC Correctional Officer, CC 02/06/2015 Today at 4:48 am

Worksheets My Educational Plan Notes GPA Calc

Student Planner for: Sarah []

Description test Active Locked

Degree Certificate of Completion Level Credit

Tracking Status: Not displayed, plan is not active

Disc report statu

Add Term

Spring 2012
 Summer 2012
 Fall 2012
 Spring 2013
 Summer 2013
 Fall 2013
 Spring 2014
 Summer 2014
 Fall 2014
 Spring 2015

Still Needed

Collapse All

Course # Title

Accounting (ACCG)
 Aerospace Studies (AERO)
 Alternative Energy Eng Tech (AEET)
 Anthropology (ANTH)
 Apprenticeships (APPR)
 Architecture (ARCH)
 Art Seminars and Workshops (ARWS)
 Art, Design and Multimedia (ARTS)
 Astronomy (ASTR)
 Auto Body Collision Repair (AUTB)
 Automotive (AUTO)
 Aviation Airframe Maintenance (AVAF)
 Aviation Electronics (AVEL)
 Aviation Flight Training (AVFT)
 Aviation General Maintenance (AVGM)
 Aviation Powerplant Maint (AVPP)
 Biology (BIOL)
 Building Related (BLDR)
 Building Trades (BLDT)

...and click desired semester to make it appear in the plan.

https://altima.lcc.edu/ - DegreeWorks by SunGard Higher Education Master Environment - Windows Internet Explorer

DegreeWorks

myLCC FAQ Help Print

Find Student ID Name Degree Major Last Audit Last Refresh
 [] Sarah [] CC Correctional Officer, CC Today 01/08/2013 at 3:38 pm

Worksheets My Educational Plan Notes Exceptions GPA Calc

Student Planner for: Sarah []

Plan

Description Fall12 CA Auto Collis--2012.02.04, Rafeeq

Degree CC Level: CR Active Locked

Spring 2013

Delete this term Reassign

IV.P. Click arrow at left of appropriate subject/alpha-code to bring up list of possible classes...

The screenshot shows the DegreeWorks interface for Lansing Community College. The 'Still Needed' section is expanded, showing a list of courses. A red arrow points to the dropdown arrow next to the 'Auto Body Collision Repair (AUTB)' course.

Course #	Title
AUTB 110	Non-Structur...
AUTB 112	Advanced No
AUTB 114	Auto Body Wi
AUTB 116	Auto Body Str
AUTB 118	Introduction t
AUTB 120	Advanced Re
AUTB 122	Collision Re
AUTB 124	Automotive P

...and then click and drag class to desired semester. Releasing left-click drops class into place.

The screenshot shows the DegreeWorks interface for Lansing Community College. The 'Spring 2013' semester is selected. A red dashed arrow points from the 'Auto Body Collision Repair (AUTB)' course in the 'Still Needed' section to the 'Spring 2013' semester.

Note credit number auto-fill, plus ability to list grade needed, campus *desired* (not necessarily offered), etc.

The screenshot shows the DegreeWorks interface for Lansing Community College. The 'Spring 2013' semester is selected. The 'Auto Body Collision Repair (AUTB)' course is added to the plan. A red arrow points to the 'Credits' column, which shows '3'.

Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	AUTB 110	3		Select	Select	

IV.Q. Repeat as desired. Clicking arrow at left of subject/alpha-code will compress list again.

https://altima.lcc.edu/ - DegreeWorks by SunGard Higher Education Master Environment - Windows Internet Explorer

DegreeWorks | LANSING COMMUNITY COLLEGE

myLCC | FAQ | Help | Print | Log Out

Find Student ID: [] Name: Sarah Degree: CC Major: Correctional Officer, CC Last Audit: 02/19/2013 Last Refresh: 02/11/2013 at 2:10 pm

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

Student Planner for: Sarah

Plan

Description: Fall12 CA Auto Collis--2012.02.04, Rafeeq

Degree: CC Level: CR Active Locked

Spring 2013

Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	AUTB 110	3		Select	Select	
<input type="checkbox"/>	AUTB 118	5		Select	Select	
<input type="checkbox"/>	AUTO 100	3		Select	Select	
<input type="checkbox"/>	AUTO 120	3		Select	Select	

Disclaimer: You are encouraged to use this degree plan as a guide for tracking 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 plan 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 plan, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

AUTO 130 Engine Mech Diagnosis & Repair, 5.0 credits

Audit Delete Save As... Save

IV.R. To delete a class, click on its line in the plan, and then click “-” button.

https://altima.lcc.edu/ - DegreeWorks by SunGard Higher Education Master Environment - Windows Internet Explorer

DegreeWorks | LANSING COMMUNITY COLLEGE

myLCC | FAQ | Help | Print | Log Out

Find Student ID: [] Name: Sarah Degree: CC Major: Correctional Officer, CC Last Audit: 02/19/2013 Last Refresh: 02/11/2013 at 2:10 pm

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

Student Planner for: Sarah

Plan

Description: Fall12 CA Auto Collis--2012.02.04, Rafeeq

Degree: CC Level: CR Active Locked

Spring 2013

Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	AUTB 110	3		Select	Select	
<input type="checkbox"/>	AUTB 118	5		Select	Select	
<input type="checkbox"/>	AUTO 100	3		Select	Select	
<input type="checkbox"/>	AUTO 120	3		Select	Select	

Disclaimer: You are encouraged to use this degree plan as a guide for tracking 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 plan 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 plan, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

AUTO 130 Engine Mech Diagnosis & Repair, 5.0 credits

Audit Delete Save As... Save

IV.S. If wishing to leave note for student on a particular class, click “Notes” icon to right...

The screenshot shows the DegreeWorks interface for Lansing Community College. The top navigation bar includes links for myLCC, FAQ, Help, Print, and Log Out. Below this, there are search fields for Student ID, Name, Degree, and Major. The main section displays the student's educational plan for Fall 12 CA Auto Collis. A table lists courses with columns for Critical, Course Requirement, Credits, Minimum Grade, Campus, Delivery, and Notes. A red arrow points to the 'Notes' icon in the right-hand pane.

Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	AUTB 110	3	2.0	West Campus	Select	
<input type="checkbox"/>	AUTB 118	5	2.0	West Campus	Select	
<input type="checkbox"/>	AUTO 100	3	2.0	West Campus	Select	

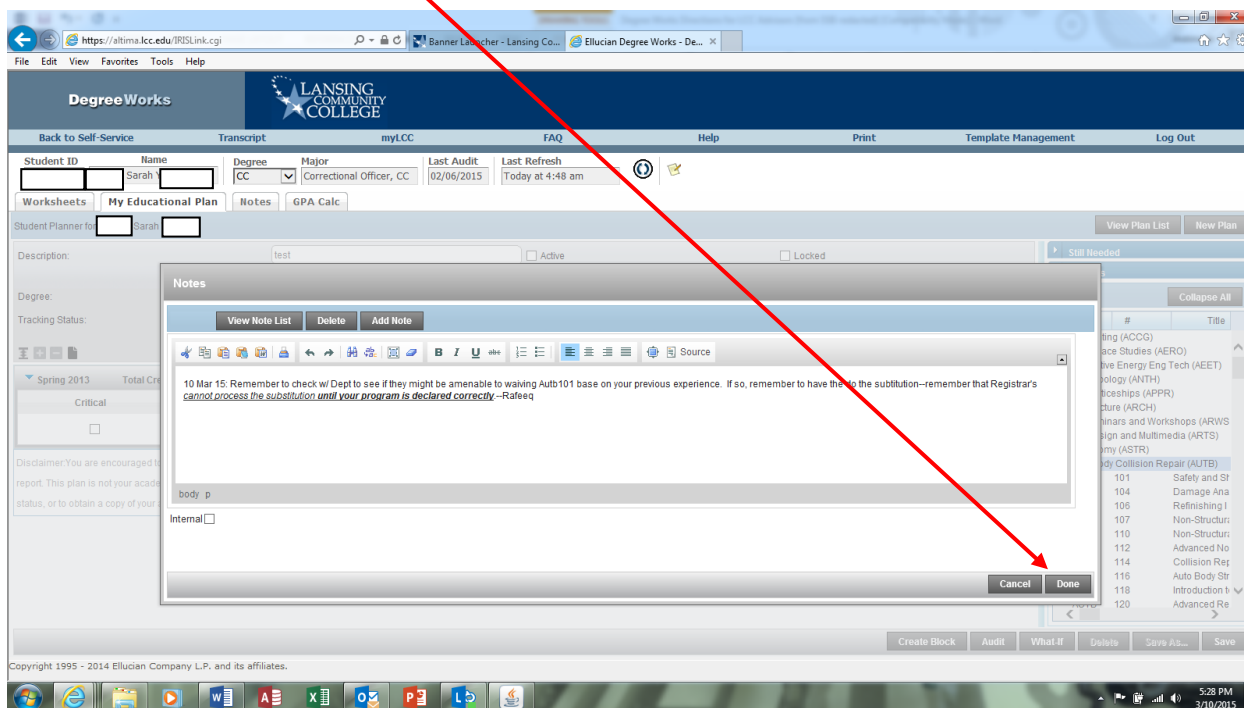
Disclaimer: You are encouraged to use this degree plan as a guide for tracking your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This plan is not your academic transcript and it is not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

...and click “Add Note” button to allow typing.

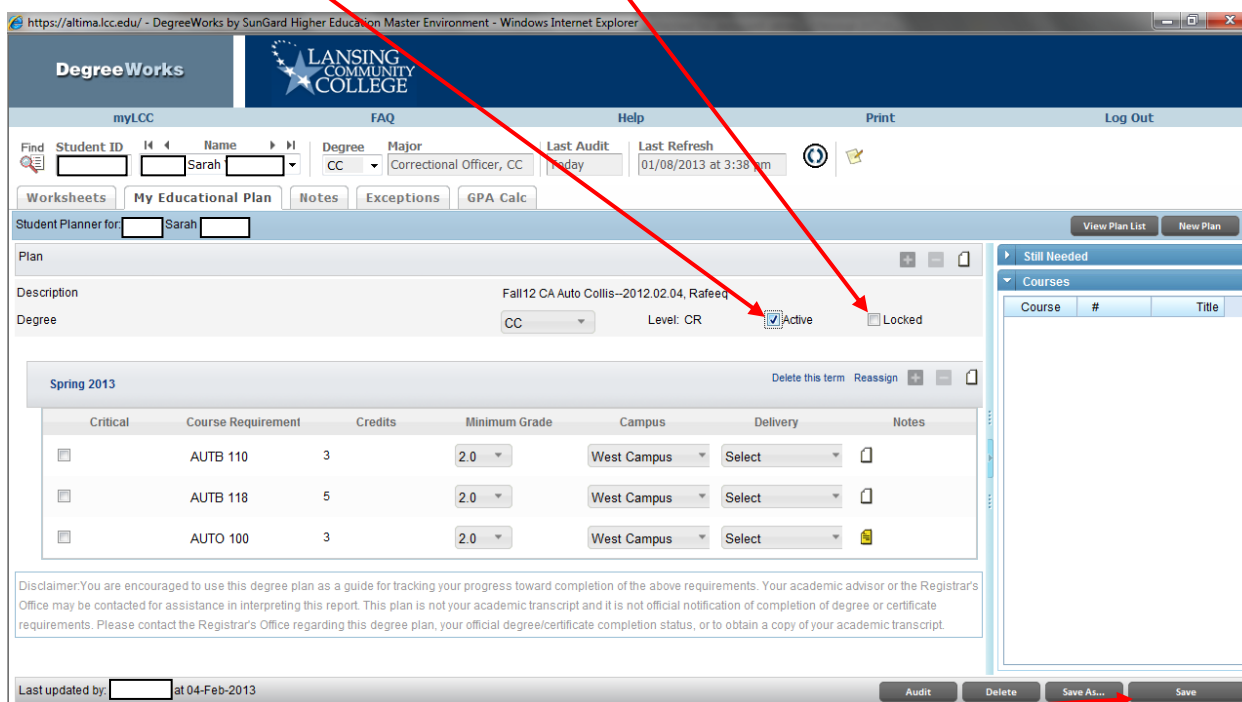
The screenshot shows the DegreeWorks interface with the 'Notes' dialog box open. A red arrow points to the 'Add Note' button. The dialog box contains a table with columns for Note, Author, Internal, Copied, and Modified. The 'Add Note' button is highlighted.

Note	Author	Internal	Copied	Modified

When done typing, click “Done” at bottom right of pop-up to close note...



...and then check the “Active” box and the “Locked” box...



...and click “Save.”

To view the note again, click the icon...

https://altima.lcc.edu/ - DegreeWorks by SunGard Higher Education Master Environment - Windows Internet Explorer

DegreeWorks | LANSING COMMUNITY COLLEGE

myLCC | FAQ | Help | Print | Log Out

Find Student ID: [] Name: Sarah Degree: CC Major: Correctional Officer, CC Last Audit: Today Last Refresh: 01/08/2013 at 3:38 pm

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

Student Planner for: Sarah

Plan: Fall12 CA Auto Collis--2012.02.04 Rafeeq

Description: Degree: CC Level: CR [] Active [] Locked

Spring 2013

Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	AUTB 110	3	2.0	West Campus	Select	[icon]
<input type="checkbox"/>	AUTB 118	5	2.0	West Campus	Select	[icon]
<input type="checkbox"/>	AUTO 100	3	2.0	West Campus	Select	[icon]

Disclaimer: You are encouraged to use this degree plan as a guide for tracking 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 plan 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 plan, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

Last updated by: [] at 04-Feb-2013

Audit Delete Save As... Save

...and then **double-click** the entry...

https://altima.lcc.edu/ - DegreeWorks by SunGard Higher Education Master Environment - Windows Internet Explorer

DegreeWorks | LANSING COMMUNITY COLLEGE

myLCC | FAQ | Help | Print | Log Out

Find Student ID: [] Name: Sarah Degree: CC Major: Correctional Officer, CC Last Audit: Today Last Refresh: 01/08/2013 at 3:38 pm

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

Student Planner for: Sarah

Plan: Fall12 CA Auto Collis--2012.02.04 Rafeeq

Description: Degree: CC Level: CR [] Active [] Locked

Spring 2013

Critical

Notes attached to: AUTO 100

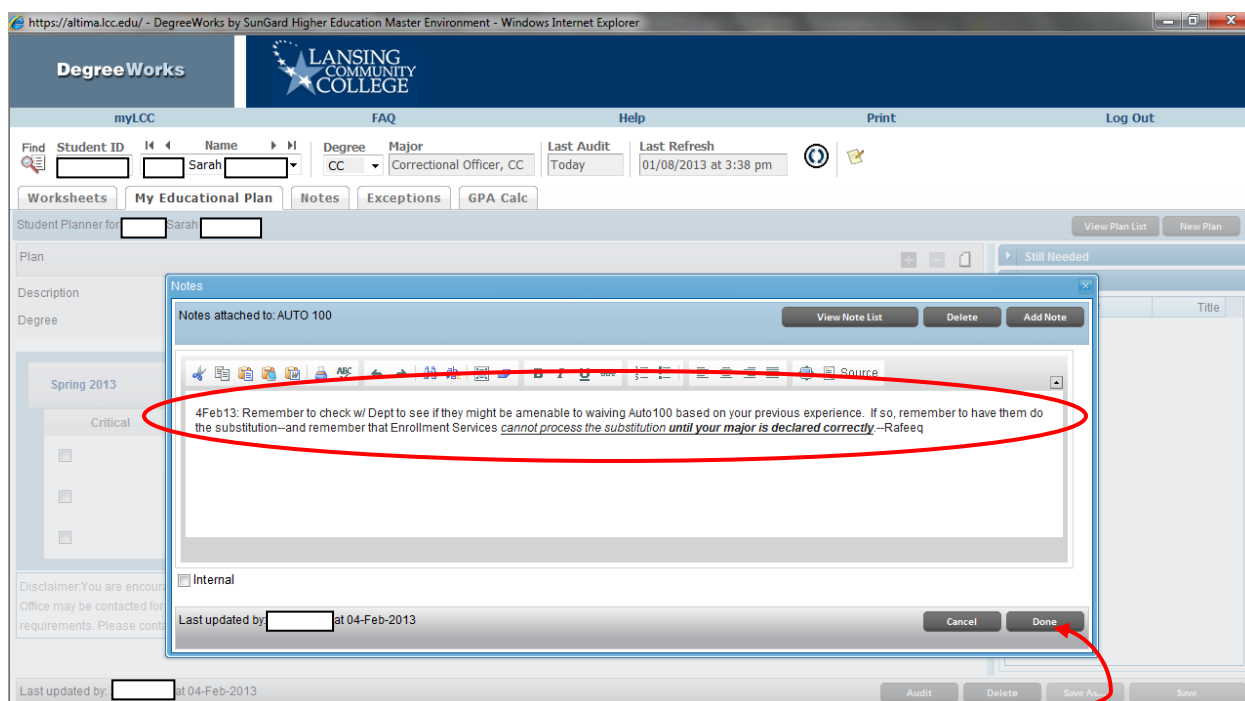
No	Author	Internal	Modified
4Feb13:	Remember to check w/ Dept to see if []	<input type="checkbox"/>	02/04/2013

Cancel Done

Last updated by: [] at 04-Feb-2013

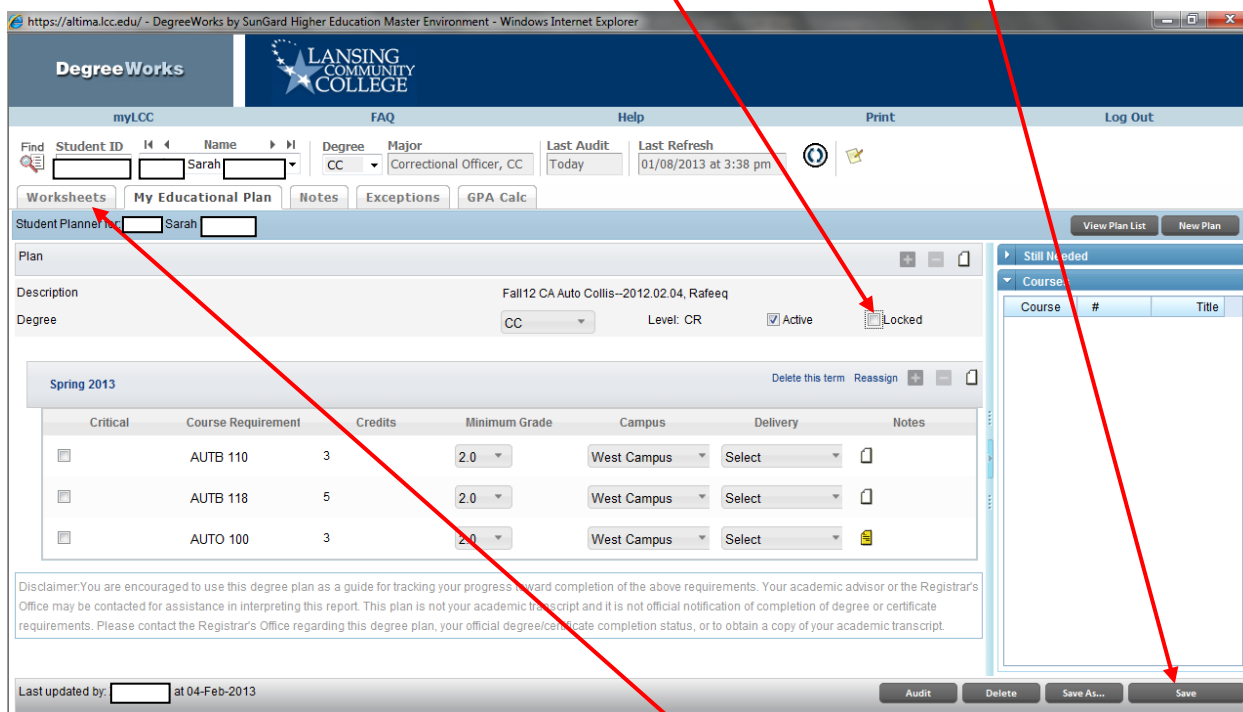
Audit Delete Save As... Save

...to display entire note.



To close again click “Done.”

If you forget to lock the plan, go back and check “Locked” and then click “Save” again.
(Remember, advisors can modify each other’s notes.)



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

V. NOTES TO STUDENTS

If wishing to leave a reminder note *for the student* in Degree Works, click “Notes” tab...

https://aspen.lcc.edu/ - DegreeWorks by SunGard Higher Education Pre Production Environment - Windows Internet Explorer

DegreeWorks LANSING COMMUNITY COLLEGE

myLCC FAQ Help Print

Find Student ID Name Degree Major Last Audit Last Refresh

CC Correctional Officer, CC 02/06/2013 at 4:07 am

Worksheets My Educational Plan **Notes** Exceptions GPA Calc

Format: Student View View Save as PDF Process New

Include in-progress classes Include preregistered classes Academic Record

Status = 4235

No existing audit was found for this student.
Run a new audit to view the audit report.

...and then “Add Note”...

https://aspen.lcc.edu/ - DegreeWorks by SunGard Higher Education Pre Production Environment - Windows Internet Explorer

DegreeWorks LANSING COMMUNITY COLLEGE

myLCC FAQ Help Print Log Out

Find Student ID Name Degree Major Last Audit Last Refresh

CC Correctional Officer, CC 02/06/2013 at 4:07 am

Worksheets My Educational Plan Notes Exceptions GPA Calc

View Notes

Add Note View Notes

Modify Notes

Delete Notes

Note Text	Created By	Create Date
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...and then the dropdown.

https://altima.lcc.edu/ - DegreeWorks by SunGard Higher Education Master Environment - Windows Internet Explorer

DegreeWorks LANSING COMMUNITY COLLEGE

myLCC FAQ Help Print

Find Student ID Name Degree Major Last Audit Last Refresh

CC Correctional Officer, CC 02/04/2013 02/11/2013 at 2:10 pm

Worksheets My Educational Plan Notes Exceptions GPA Calc

View Notes

Add Note

Modify Notes

Delete Notes

Add New Note

Enter your note and click the Save Note button

Choose a predefined note from the list below

Choose a predefined note from the list below

Do career exploration at Career and Employment Services <http://www.lcc.edu/ces/>

Remember to check the "My Educational Plan" tab in Degree Works and keep it updated.

Check with the Financial Aid Office on any questions/issues about your financial aid. <http://www.lcc.edu/finaid/>

Seek academic assistance from the appropriate resource: your instructor, Writing Center, Tutorial Services, Academic Resource Ctr.

Seek personal/academic support from Support Services.

Remember to register early for classes for next semester.

Remember to turn in your Selective Admissions application by your program's deadline. <http://www.lcc.edu/admissions/selective/>

Remember to check the deadline for applying for your degree/ certificate. <http://www.lcc.edu/admissions/graduation/>

Follow up with your academic program/department for <http://www.lcc.edu/>

Remember to investigate transfer to your next college/university.

Remember ...

Click on the desired option to make the note auto-fill...

The screenshot shows the 'DegreeWorks' interface for Lansing Community College. The 'Add Note' section is active, displaying a dropdown menu with the following options: 'Seek academic assistance from the appropriate resource: your instructor, Writing Center, Tutorial Services, Academic Resource Ctr.', 'your instructor, Writing Center, Tutorial Services, Academic Resource Ctr.', and 'your Chem instructor and Academic Resource Ctr.'. A red arrow points to the first option in the dropdown.

...and then edit as desired...

...and click "Save Note."
(Name and date will auto-fill.)

Remember, these notes are not like SPACMNT—they are for the student to read!

This screenshot shows the 'Add Note' form after editing. The text in the note field has been changed to 'Seek academic assistance from the appropriate resources: your Chem instructor and Academic Resource Ctr.'. A red arrow points to the 'Save Note' button at the bottom of the form.

To add note to the audit immediately, click "Run New Audit."

This screenshot shows the 'DegreeWorks' interface after the note has been saved. A message box displays: 'Your note was added successfully. You may run a new audit to get your note changes incorporated into the latest audit for the student.' A red arrow points to the 'Run New Audit' button.

Notice that audit now shows note, including name and date.

https://altima.lcc.edu/ - DegreeWorks by SunGard Higher Education Master Environment - Windows Internet Explorer

DegreeWorks | LANSING COMMUNITY COLLEGE

myLCC | FAQ | Help | Print | Log Out

Find Student ID: [] Name: Sarah [] Degree: CC Major: Correctional Officer, CC Last Audit: Today Last Refresh: 02/11/2013 at 2:10 pm

Worksheets | My Educational Plan | **Notes** | Exceptions | GPA Calc

View Notes | Add Note | Modify Notes | Delete Notes

Test Environment

Student View AA122411 as of 02/19/2013 at 13:54

Student ID: [] Sarah [] Degree: Certificate of Completion
Major: Correctional Officer, CC
Overall GPA: 0.00

Certificate of Completion Academic Year: Fall 2012 - Summer 2013 Min Credits Required: 15
GPA: 0.00 Credits Applied: 0

Unmet conditions for this set of requirements: 15 Credits needed
'Credits Applied' above include those earned at LCC, transferred to LCC, and in progress.

Major Requirements Still Needed: See **Correctional Officer** section

Correctional Officer Academic Year: Fall 2012 - Summer 2013
GPA: 0.00

Unmet conditions for this set of requirements: A minimum of 5 credits in this major must be taken at LCC.
(1) GRADE REQUIREMENT: A 2.0 minimum grade is required in each course. (2) This current version will be effective for four years after the next revision within Degree Works. Majors may be revised annually.

<input type="checkbox"/> CJUS 131	Still Needed: 1 Class in CJUS 131
<input type="checkbox"/> CJUS 135	Still Needed: 1 Class in CJUS 135
<input type="checkbox"/> CJUS 250	Still Needed: 1 Class in CJUS 250
<input type="checkbox"/> CJUS 251	Still Needed: 1 Class in CJUS 251
<input type="checkbox"/> CJUS 255	Still Needed: 1 Class in CJUS 255

Notes

Note	Entered by	Date
Seek academic assistance from the appropriate resources: your Chem instructor and Academic Resource Ctr.	McGiveron, Rafeeq O	02/19/2013

Legend

<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	(T) Transfer Class
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	@ Any course number

Disclaimer
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Click "Worksheets" tab to go back to running audit or What-If.

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

DegreeWorks | LANSING COMMUNITY COLLEGE

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

Student ID: [] Name: Sarah [] Degree: CC Major: Correctional Officer, CC Last Audit: 03/05/2013 Last Refresh: 02/28/2013 at 3:18 pm

Worksheets | My Educational Plan | Notes | GPA Calc

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

Test Environment

Student View AA122555 as of 03/05/2013 at 15:44

Student ID: [] Sarah [] Degree: Certificate of Completion
Major: Correctional Officer, CC