

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 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.

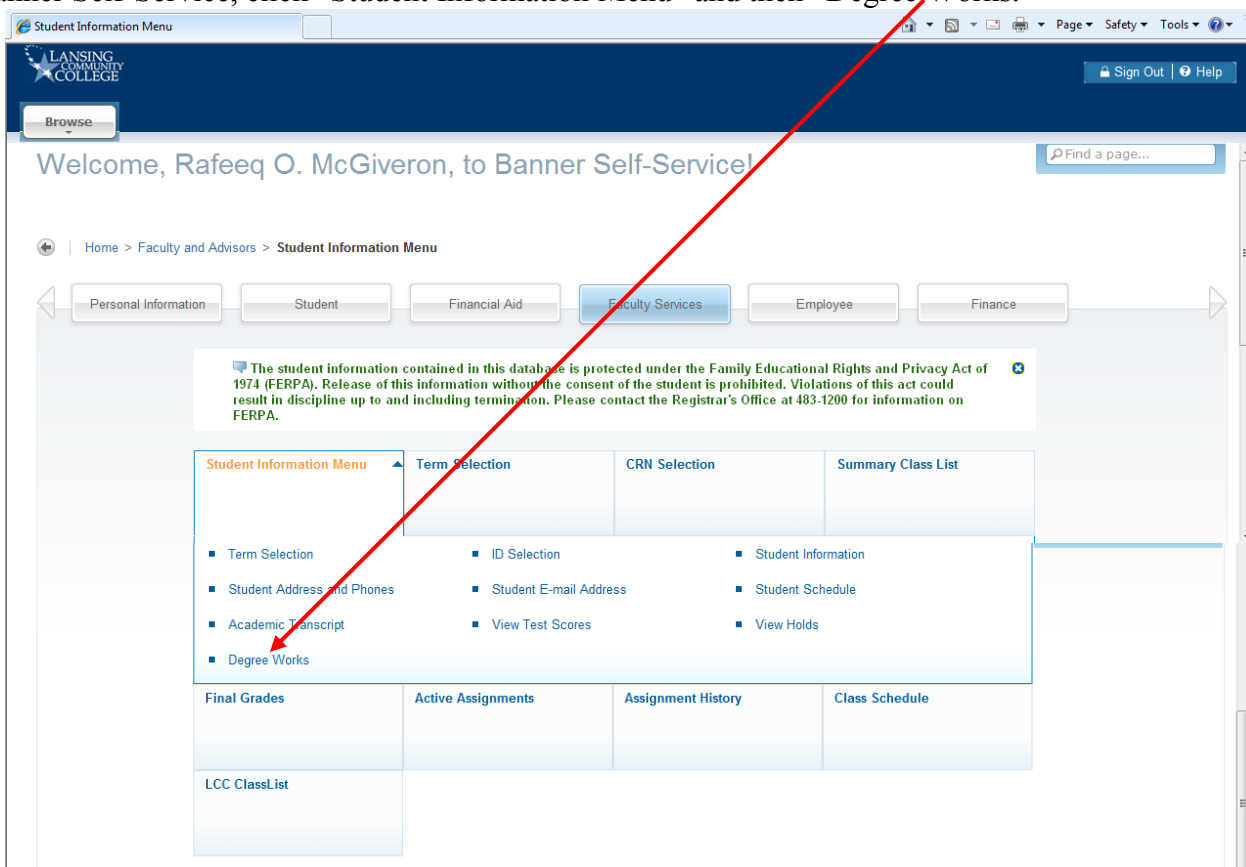
Finally, remember that screenshots in this document may differ from the updated DW we use.

And now...let's train!

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

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. It includes a search form with fields for 'Last Name' (containing 'bu%') and 'First Name' (containing 'sha%'). Below these are radio buttons for 'Search Type': 'Students', 'Advisees', 'Both', and 'All' (selected). At the bottom, the 'Submit' button is circled in red, next to a 'Reset' button. The page also displays a user profile for Rafeeq O. McGiverson, Spring 2013, with a timestamp of Mar 18, 2013 12:59 pm.

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

The screenshot shows a web browser window with the 'Student ID Selection' page. A dropdown menu is open, displaying a list of student names. A red arrow points to the dropdown menu. The 'Submit' button is circled in red.

The screenshot shows the 'DegreeWorks' interface. The 'Student ID' field is highlighted with a red circle. The 'Last Refresh' field shows '03/12/2013 at 11:49 am'. The 'Test Environment' section is visible.

Student ID	Name	Degree	Major	Last Audit	Last Refresh
AA122566	Shane	CA	Electrical Utility/Lineworker	03/12/2013	03/12/2013 at 11:49 am

Test Environment

Student	Degree	Major	Overall GPA
AA122566	Certificate of Achievement	Electrical Utility/Lineworker, CA	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

(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.

Notice...

Academic year

Overall GPA

Program GPA

Info

Classes needed

Classes in-prog.

Classes completed

Expiry

Other courses, insuff. or in-prog.

Symbol key

(Note: “Other” is

The screenshot shows the myLCC Degree Works Audit interface. Red arrows point from labels on the left to specific elements in the interface:

- Notice...** points to the top navigation bar.
- Academic year** points to the 'Academic Year' dropdown menu.
- Overall GPA** points to the 'Overall GPA' field.
- Program GPA** points to the 'Program GPA' field.
- Info** points to the 'Certificate of Achievement' section.
- Classes needed** points to the 'Electrical Utility/Lineworker' section.
- Classes in-prog.** points to the 'History' tab.
- Classes completed** points to the 'Look Ahead' tab.
- Expiry** points to the 'PFFT 180' course entry.
- Other courses, insuff. or in-prog.** points to the 'Unused Courses' section.
- Symbol key** points to the 'Legend' at the bottom.

The interface includes a top navigation bar with 'myLCC', 'FAQ', 'Help', 'Print', and 'Log Out'. Below this is a search bar with fields for 'Student ID', 'Name', 'Degree', and 'Major'. The 'Degree' field is set to 'CA' and the 'Major' field is set to 'Electrical Utility/Lineworker'. The 'Last Audit' is 'Today' and the 'Last Refresh' is 'Today at 4:02 am'. The 'Worksheets' tab is selected, showing 'My Educational Plan', 'Notes', 'Exceptions', and 'GPA Calc'. The 'Format' is set to 'Student View'. The 'View' button is highlighted. The 'Academic Record' link is visible. The 'Test Environment' banner is present. The 'Student View' section shows 'AA163119 as of 02/14/2013 at 15:13'. The 'Student' field is set to 'Shane'. The 'Degree' is 'Certificate of Achievement' and the 'Major' is '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 the 'Credits Applied' is 54. The 'Certificate of Achievement' section includes a note about credits applied. The 'Electrical Utility/Lineworker' section includes a grade requirement and a list of courses. The 'Unused Courses' section lists various courses and their status. The 'Legend' at the bottom explains the symbols used in the audit.

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 bar with fields for 'Student ID', 'Name', 'Degree', and 'Major'. The 'Last Refresh' button is visible. Below the search bar, there are tabs for 'Worksheets', 'My Educational Plan', 'Notes', 'Exceptions', and 'GPA Calc'. The 'Academic Record' link is highlighted with a red arrow pointing to it from the text above.

...and close when done.

This screenshot shows the DegreeWorks interface with the 'Academic Record' window open. The window displays student information for 'Shane' and a list of courses taken in Fall 2011, Spring 2012, and Summer 2012. The window is titled 'Test Environment' and 'Academic Record AA117027 as of 01/23/2013 at 16:44'. A red arrow points from the 'Academic Record' link in the main interface to the window, and another red arrow points from the window's title bar to the text above.

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).

This screenshot shows the DegreeWorks interface with an error message displayed. The error message is: "Still Needed: MAJOR block was not found but is required". The message is circled in red. The interface shows student information for 'Tre' and a list of courses. The error message is located at the bottom of the page, under the 'Unmet conditions for this set of requirements' section.

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.).

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

Test Environment

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

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

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.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.

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

Test Environment

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

Student ID	Sarah	Degree	Certificate of Completion
ID		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 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, either advisor or student will click “What If,” and...

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 Degree Major Last Audit Last Refresh
 CC Correctional Officer, CC Today 10/22/2012 at 3:32 pm

Worksheets My Educational Plan Notes Exceptions GPA Calc

Worksheets Format: Student View Process What-If Save as PDF Include in-progress classes Include preregistered classes

History Academic Year Fall 2011 - Summer 2012

What If Choose Your Different Areas of Study

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

Major Pick a Major

Chosen Areas of study

Remove

Choose Your Future Classes

Enter a course and click Add Course

Subject Find Number Add Course

Courses you are considering

Remove Course

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

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

DegreeWorks LANSING COMMUNITY COLLEGE

myLCC FAQ Help

Find Student ID Name Degree Major Last Audit La
 CC Correctional Officer, CC Today

Worksheets My Educational Plan Notes Exceptions GPA Calc

Worksheets Format: Student View Process What-If Save as PDF Include in-pr Include pre

History Academic Year Fall 2011 - Summer 2012

What If Choose Your Different Areas of Study

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

Major Pick a Major

Chosen Areas of study

Remove

Choose Your Future Classes

Enter a course and click Add Course

Subject Find Number Add Course

Courses you are considering

Remove Course

Academic Year dropdown menu:

- Fall 2011 - Summer 2012
- 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
- Beginning of Time

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

DegreeWorks LANSING COMMUNITY COLLEGE

myLCC FAQ

Find Student ID Name Degree Major Last Audit
 CC Correctional Officer, CC Today

Worksheets My Educational Plan Notes Exceptions GPA Calc

Worksheets Format: Student View Process What-If Save as PDF Include in-pr Include pre

History Academic Year Fall 2011 - Summer 2012

What If Choose Your Different Areas of Study

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

Major Pick a Major

Chosen Areas of study

Remove

Choose Your Future Classes

Enter a course and click Add Course

Subject Find Number Add Course

Courses you are considering

Remove Course

Major dropdown menu:

- 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

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

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 bar with fields for Student ID, Name (Sarah), Degree (CC), and Major (Correctional Officer, CC). There are also fields for 'Last Audit' (Today) and 'Last Refresh' (10/22/2012 at 3:32 pm). A red arrow points to the 'Process What-If' button in the 'Worksheets' section. Other buttons include 'Save as PDF', 'Include in-progress classes', and 'Include preregistered classes'. The 'What-If' section shows 'Academic Year: Fall 2011 - Summer 2012' and 'Chosen Areas of Study' with 'MAJOR : Auto Collision Repair CA'. The 'Look Ahead' section has fields for 'Subject' and 'Number' with an 'Add Course' button.

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

The screenshot shows the DegreeWorks interface with the 'Test Environment' section highlighted. The 'Degree' field is set to 'Certificate of Achievement' and the 'Major' field is set to 'Auto Collision Repair CA'. The 'Overall GPA' is 0.00. Below this, there are sections for 'Certificate of Achievement' and 'Auto Collision Repair' with their respective requirements. The 'Certificate of Achievement' section shows 'Unmet conditions for this set of requirements: 35 credits are required. You currently have 0, you still need 35 more credits.' The 'Auto Collision Repair' section shows 'Unmet conditions for this set of requirements: A minimum of 10 credits in this major must be taken at LCC. Minimum GPA unsatisfied.' A red circle highlights the 'Degree' and 'Major' fields in the 'Test Environment' section.

Student View	WA000864 as of 11/05/2012 at 16:43	What If Audit
Student	Sarah	Degree
ID		Major
		Overall GPA
		0.00

Certificate of Achievement Academic Year: Fall 2011 - Summer 2012 Min Credits Required: 35
GPA: 0.00 Credits Applied: 0
Unmet conditions for this set of requirements: 35 credits are required. You currently have 0, you still need 35 more credits.

Auto Collision Repair Academic Year: Fall 2011 - Summer 2012
GPA: 0.00
Unmet conditions for this set of requirements: A minimum of 10 credits in this major must be taken at LCC. Minimum GPA unsatisfied.
NOTE: This current version will be effective for four years after the next revision within DegreeWorks. Majors may be revised annually.
GPA REQUIREMENT: Courses in this certificate must average 2.0 or higher. Your GPA is 0.

Still Needed: 1 Class in AUTB 110
Still Needed: 1 Class in AUTB 112
Still Needed: 1 Class in AUTB 114
Still Needed: 1 Class in AUTB 116

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.

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

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

What If Dev Environment

Look Ahead Student View AA70A617 as of 04/30/2015 at 10:42

Student	[] Omar []	Degree	Associate in Science
ID	[]	Major	Engineering/Physics, AS
		Overall GPA	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 Min Credits Required: 60 GPA: 3.960 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.

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

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.**)

LANSING COMMUNITY COLLEGE | DEGREE WORKS

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

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

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

Student Planner for [] Omar [] View: Select New Plan

List of plans Delete

Description:	Active	Modified	Who	Degree:	Level:	Status:
Test, AAS_15-16_20150507	Y	05/07/2015	McGiverson, Rafeeq O	NONAWD	CR	LOCKED

The Plan can be seen in academic-year-by-academic-year “Calendar” view...

LANSING COMMUNITY COLLEGE | DEGREE WORKS

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

Find Student ID: [] Name: Omar [] Degree: NONAWD Major: [] Last Audit: [] Last Refresh: Today at 12:05 am

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

Student Planner for: Omar [] View Calendar View Plan List New Plan

Test, AAS_15-16_20150507 Active: Yes
Degree: Nonaward Status: LOCKED
Level: Credit Tracking Status: ---

Fall 2014 - Summer 2015

Summer 2015, Total Credits: 7.0	
ACCG 210	4.0
GRET 100	3.0

Fall 2015 - Summer 2016

Fall 2015, Total Credits: 15.0		Spring 2016, Total Credits: 15.0		Summer 2016, Total Credits: 3.0	
ACCG 211	4.0	ACCG 220	4.0	GRET 264	3.0
ACCG 240	4.0	ACCG 241	4.0		
ECON 201	4.0	ECON 202	4.0		
GRET 110	3.0	GRET 120	3.0		

Fall 2016 - Summer 2017

Fall 2016, Total Credits: 13.0		Spring 2017, Total Credits: 6.0	
GRET 210	3.0	GRET 240	3.0
GRET 271	3.0	GRET 275	3.0
GRET 220	3.0		
ACCG 221	4.0		

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: McGivern, Rafeeq O on 07-May-2015 Audit Print

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

LANSING COMMUNITY COLLEGE | DEGREE WORKS

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

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

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

Student Planner for [Omar] View: **Audit** View Plan List New Plan

Status = 3701
No requirement blocks were found for this student.
Check the student's catalog years and other degree information.

Test, AAS_15-16_20150507 Active: Yes
Degree: Nonaward Status: LOCKED
Level: Credit Tracking Status: - - -

Fall 2014 - Summer 2015

Summer 2015, Total Credits: 7.0	
ACCG 210	4.0
GRET 100	3.0

Fall 2015 - Summer 2016

Fall 2015, Total Credits: 15.0	Spring 2016, Total Credits: 15.0

Last updated by: McGiveron, Rafeeq O on 07-May-2015
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...or in “Edit” view. If using Edit view, remember to click the “Expand All Terms” icon...

LANSING COMMUNITY COLLEGE | DEGREE WORKS

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

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

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

Student Planner for [Omar] View: **Edit** View Plan List New Plan

Description: Test, AAS_15-16_20150507 [Active] [Locked]
Degree: Nonaward Level: Credit
Tracking Status: - - -

Summer 2015 Total Credits: 7.0 [Reassign] [Delete this term]

Fall 2015 Total Credits: 15.0 [Reassign] [Delete this term]

Spring 2016 Total Credits: 15.0 [Reassign] [Delete this term]

Summer 2016 Total Credits: 3.0 [Reassign] [Delete this term]

Fall 2016 Total Credits: 13.0 [Reassign] [Delete this term]

Tracking	Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
---	<input type="checkbox"/>	GRET 210 [Q] [i]	3.0	None	None	None	
---	<input type="checkbox"/>	GRET 271 [Q] [i]	3.0	None	None	None	
---	<input type="checkbox"/>	GRET 220 [Q] [i]	3.0	None	None	None	
---	<input type="checkbox"/>	ACCG 221 [Q] [i]	4.0	None	None	None	

Still Needed
Courses [Collapse All]

- Accounting (ACCG)
- Aerospace Studies (AERO)
- Alternative Energy Eng Tech (AET)
- 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 (AAF)
- Aviation Electronics (AVEL)
- Aviation General Maintenance (AVGM)
- Aviation Powerplant Maint (AVPP)
- Biology (BIOL)
- Building Related (BLDR)
- Building Trades (BLDT)
- Business (BUSN)
- Business Seminars (BSEM)
- Chemistry (CHEM)

Last updated by: McGiveron, Rafeeq O on 07-May-2015
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...for full, scrollable viewing.

LANSING COMMUNITY COLLEGE | DEGREE WORKS

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

Find Student ID: [] Name: [Omar] Degree: [NONAWD] Major: [Transfer to Another Inst] Last Audit: [] Last Refresh: [Today at 2:05 am]

Worksheets My Academic Plan (MAP) Notes Exceptions GPA Calc

Student Planner for: [Omar] View: Edit View Plan List New Plan

Description: [Test_AAS_15-16_20150507] Active Locked

Degree: [Nonaward] Level: [Credit]

Tracking Status: ---

--- Summer 2015 Total Credits: 7.0

Tracking	Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
---	<input type="checkbox"/>	ACCG 210	4.0	3.0	None	None	
---	<input type="checkbox"/>	GRET 100	3.0	2.5	None	None	

--- Fall 2015 Total Credits: 15.0

Tracking	Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
---	<input type="checkbox"/>	ACCG 211	4.0	3.5	None	None	
---	<input type="checkbox"/>	ACCG 240	4.0	3.5	None	None	
---	<input type="checkbox"/>	ECON 201	4.0	3.5	None	None	
---	<input type="checkbox"/>	GRET 110	3.0	4.0	None	None	

Last updated by: McGiveron, Rafeeq O on 07-May-2015

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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”).

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: [05/01/2015] Last Refresh: [Today at 4:27 am]

Worksheets My Academic Plan (MAP) Notes GPA Calc

Student Planner for: [Omar] View: Edit View Plan List New Plan

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	

--- Spring 2016 Total Credits: 15.0

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

--- Spring 2016 Total Credits: 15.0

--- 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 type="checkbox"/>	MATH 151 or MATH 161	4.0	2.0	None	None	

--- Spring 2016 Total Credits: 15.0

--- Choice Requirement

Still Needed Courses

- 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 General Maintenance (AVGM)
- Aviation Powerplant Maint (AVPP)
- Biology (BIOL)
- Building Related (BLDR)
- Building Trades (BLDT)
- Business (BUSN)
- Business Seminars (BSEM)
- Chemistry (CHEM)

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

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.

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, there are input fields for Student ID, Name, Degree, Major, Last Audit, and Last Refresh. The main section displays the 'My Educational Plan' for a student named Omar. It shows a list of semesters from Fall 2015 to Summer 2018, each with a description, total credits, and buttons for 'Reassign' and 'Delete this term'. On the right, there is a 'Still Needed' section with a list of courses. A red arrow points from the 'View Plan List' button in the top right to the 'Worksheets' tab in the bottom left.

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

The screenshot shows the 'List of plans' section in the DegreeWorks interface. It displays a table with columns for Description, Active, Modified, Who, Degree, Level, and Status. A red arrow points from the 'Worksheets' tab in the bottom left to the 'List of plans' section.

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

The screenshot shows the Lansing Community College Degree Works interface. At the top, there's a navigation bar with links like 'Back to Self-Service', 'Transcript', 'myLCC', 'FAQ', 'Help', 'Print', and 'Log Out'. Below this, there are search fields for Student ID, Name, Degree, and Major. The 'My Academic Plan (MAP)' tab is selected, showing a student planner for 'Omar'. The plan includes a table of course requirements for Summer 2015 and Fall 2015. In the Summer 2015 section, the 'Notes' column for 'ACCG 210' and 'GRET 100' shows a note icon (a small document with lines). A red arrow points from the text above to this icon.

...by hovering...

This screenshot shows the same interface as the previous one, but with a tooltip visible. A red arrow points from the text '...by hovering...' to the tooltip. The tooltip is titled 'Requirement notes attached: 1' and contains the text: 'For any extra questions on GRET matters, remember to check with Gabriel.'

...or by clicking...

This screenshot shows the 'Notes' dialog box open. A red arrow points from the text '...or by clicking...' to the dialog box. The dialog box has a title bar 'Notes' and buttons for 'Edit Selected Note', 'Delete', and 'Add Note'. It shows 'Notes attached to: Summer 2015'. The main area is a table with columns: Note, Author, Internal, Copied, and Modified. The table contains one note: 'If Summer load seems too high, keep GRET, and push ACCG to Fall.' by 'McGiveron, Rafeeq O' on '05/12/2015'. At the bottom are 'Cancel' and 'Done' buttons.

...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.

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
 Sarah 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

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/financial/>
 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 ...

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

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 Degree Major Last Audit Last Refresh
 Sarah CC Correctional Officer, CC Today 02/11/2013 at 2:10 pm

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

View Notes

Add Note

Modify Notes

Delete Notes

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

Student Sarah
ID

Degree Certificate of Completion
Major Correctional Officer, CC
Overall GPA 0.00

Still Needed: 1 Class in CJUS 250
 Still Needed: 1 Class in CJUS 251
 Still Needed: 1 Class in CJUS 255

Notes

Seek academic assistance from the appropriate resources: your Chem instructor and Academic Resource Ctr.

Entered by McGivern, Rafeeq O
Date 02/19/2013

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

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LANSING
COMMUNITY COLLEGE

DEGREE WORKS

Back to Self-Service

TranscriptmyLCCFAQHelpPrintLog Out

Find Student IDNameDegreeMajorLast AuditLast Refresh

WorksheetsMy Academic Plan (MAP)NotesExceptionsGPA Calc

WorksheetsBackSelected What-If ItemsLook Ahead Courses Used

History

What If

Look Ahead

Production Environment

Student ViewWA002X3C as of 05/12/2015 at 13:57What If Audit

StudentID

DegreeMajorOverall GPA

General AssociateGeneral Associate, GA3.97

General Associate Degree

Academic Year: Fall 2015 - Summer 2016Min Credits Required: 60GPA: 3.97Credits 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 Work 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 RequirementsStill Needed: See General section

General

Academic Year: Fall 2015 - Summer 2016GPA: 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
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
SCIIN 287	Science Technology Internship	4.0	4	Summer 2008

Core RequirementsStill Needed: See Core-LCC section

Core-LCC

Academic Year: Fall 2015 - Summer 2016GPA: 4.00

Communication CoreStill 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 CoreSOCL 120Introduction to Sociology4.04Spring 2007

Mathematics CoreMATH 253Calculus III4.04Spring 2007

Science Core

1 class from this list ...PHYS 251Physics I: Mechanics4.05Fall 2007

Writing CoreWRIT 121Composition I4.04Summer 2006

Other Courses

Credits Applied: 8Classes Applied: 2

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

InsufficientCredits Applied: 0Classes Applied: 2

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

Notes

Remember to check with FA on your eligibility, etc.

Entered byMcGiveron, Rafeeq ODate05/12/2015

Legend

CompleteComplete except for classes in-progress(T) Transfer Class

Not CompleteNearly complete - see advisor@ Any course number

Disclaimer

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

The screenshot shows the Lansing Community College Degree Works interface. At the top, there's a navigation bar with links like 'Back to Self-Service', 'Transcript', 'myLCC', 'FAQ', 'Help', 'Print', and 'Log Out'. Below this is a search area with fields for 'Student ID', 'Name', 'Degree', and 'Major'. The 'Notes' tab is selected, and a red arrow points to it from the text above. Another red arrow points from the 'Notes' tab to the 'View Notes' section below. The 'View Notes' section contains a table with columns 'Note Text', 'Created By', and 'Create Date'. A red arrow points from the 'View Notes' section to the 'Worksheets' tab at the bottom left.

Note Text	Created By	Create Date
Remember to check with FA on your eligibility, etc.	McGiveron, Rafeeq O	05/12/2015

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.”