



Degree Works Reference Guide

March 2013



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1. Degree Works Basics

Overview

Degree Works is a web-based tool engineered to help students and advisors monitor students' progress toward degree completion. Degree Works combines EOU's degree requirements and individual student's completed coursework into an easy-to-read worksheet. The worksheet helps both students and advisors see which completed and in-progress courses count toward degree requirements. Additionally, the worksheet displays outstanding course requirements.

All currently-enrolled undergraduate and graduate students who attended EOU after Fall 2006 **and** who are using the 2006-2007 or a later catalog to fulfill their degree requirements can use Degree Works to check their progress toward degree completion.

Through Degree Works, students and advisors will be able to:

- View the academic requirements for their degree program(s)
- See how all completed courses apply to degree requirements
- Identify courses needed to complete their degree(s)
- View their grades and academic standing
- View their cumulative grade-point-average (GPA)
- View transfer credit hours earned
- Calculate a GPA based on their performance for the term
- Calculate the grade combination(s) needed to achieve a goal GPA
- Plan for registration in future quarters
- Create What-If audits to process speculative degree audits based on current class history
- Estimate how many quarters it will take to graduate
- And more...!

Important Note: Degree Works is designed to aid and facilitate academic advising, but is not intended to replace face-to-face advising sessions. Degree Works is neither an official academic transcript nor an official notification of completion of degree requirements.



Application Features

<i>Degree Checklists - available formats listed below</i>	
Student Degree Audit (default)	Provides general information about the student's complete and incomplete requirements, in progress and pre-registered courses, grouped into logical sections/blocks.
Registrar Report	Used primarily by the Registrar's Office. This format contains the same information as the Student View with additional detail from Scribe, Degree Works' coding tool. However, this report may be helpful to advisors because it presents some scribe detail for each block, and may present hidden block attributes such as hidden course rules and minimum or maximum course or GPA requirements.
Registration Checklist	Shows only the unfulfilled requirements that are "Still Needed" on the checklist. It does not provide any of the detailed explanations of requirements that may be found in the Student View.
What-If	Allows you to process speculative degree audits for a student using their current class history if a student wants to change their major.
Look Ahead	Allows the display of an audit which includes courses which are still to be taken.
Class History Link	Provides a listing of all of the courses taken by the student, with grades and credits, grouped by the term taken.
<i>Student Educational Planner</i>	
Student Educational Planner	Students and advisors use the planner to create an academic plan.
Templates	Templates are pre-defined plans, or templates for particular programs of study, that can be created ahead of time and loaded for student advising.
<i>Notes</i>	
Add/View Notes	Use the add function to enter any notes about the student's audit. Use optional Pre-Defined Notes dropdown to begin note, then Save. This will be utilized during advising sessions.



Getting Started

Login and Initial Student Search:

Note: Degree Works is best viewed in GoogleChrome or Firefox/Mozilla

- a. Log in to **Webster**
- b. Select the **Faculty** tab.
- c. Click on the **Advisor Menu** link.

The screenshot shows a web browser window with the URL https://banweb.ous.edu/eouprd/owa/twbkwbis.P_GenMenu?name=bmenu.P_FacAdvrMnu. The page header includes the Eastern Oregon University logo and navigation tabs for Personal Information, Student and Financial Aid, Faculty Services, and Employee Services. A search bar is present with a 'Go' button. The main content area is titled 'Advisors Menu' and lists several options: Term Selection, ID Selection, Student Academic Transcript, Student Transfer Evaluation, PDF files for Accepted Transfer Classes and Credits, Display a list of your advisees, and DegreeWorks. A 'RELEASE: 8.3' notice is visible at the bottom of the menu.

- d. Click on the Degree Works link,
 - a. select a term (term display is ok), click **submit**.
 - b. Enter a student ID or search, then click **submit**.
 - c. Student Name will display, and click submit.
- e. After a couple of seconds, a new web page will open. If your student exists within Degree Works, the student information will automatically display.



Navigation

Navigation Toolbar

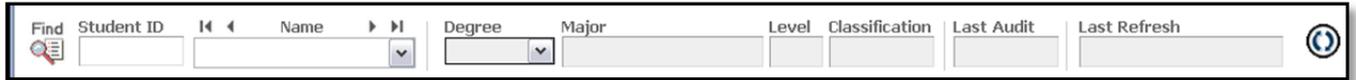
Once successfully logged, on the top of every page is a navigation toolbar. Below is a description of each of the links:

Back to Self Service	Links to Self Service - in development March 2013
Transcript	Not available at this time
FAQ	Links to frequently asked questions pertaining to Degree Works - in development March 2013
Help	Links to the Degree Works home page - in development March 2013
Print	Allows the user to print current page
Log Out	Logs user out of Degree Works



Student Summary Toolbar

Below the Navigation Toolbar is another toolbar providing basic information regarding the student you have selected to review. The chart below outlines what information is included within the Student Summary Toolbar (note that the “Find” students functionality will be covered in a later section):



Find	Unless student Banner ID is known, the find button will be used to search for students
Student ID	Here the user can enter a student’s Banner ID and bring up their audit
Name	Student name will display here
Degree	Current student’s degree will be displayed here. The drop down can be used to switch between primary and secondary degree’s
Major	Current student’s major will be displayed here
Level	Level of student will be displayed here (Undergraduate or Graduate)
Classification	Displays the student current class standing
Last Audit	Displays the last date an audit was performed for the current student within Degree Works
Last Refresh	Displays the last date and time the audit was refreshed from Banner system



Understanding Degree Audits

Student Header

The first section of the audit, the Student Header, contains key elements of your student record such as Degree, Major, Classification, Academic Standing, GPA, etc.

Disclaimer

This section outlines important disclaimer information regarding the new Degree Audit system.

Legend

The legend contains all of the unique symbols that are important for interpreting the Degree Works audit.

Complete – This symbol will appear beside all requirements that have been completed within the audit. The row will be highlighted dark gray and will display the course(s) that fulfilled the requirement along with the grade and term in which the course was taken.

Not Complete - This symbol will appear beside all requirements that have not yet been completed. The row will be highlighted in light gray and will also indicate the course(s) that will be required to complete the requirement.

In-Progress – This symbol will appear for requirements where the classes needed to fulfill the requirement are currently being taken or are registered to be taken for a future term. The row will be highlighted dark gray and the grade section for the course will display (IP).

Degree Works Wildcard (@) - The “@” symbol in Degree Works works as a wildcard. This means that it represents all classes when used as a prefix, and can also be used to represent all course numbers. When a course prefix is followed by the @ symbol (CHEM @) this means any course number for that prefix can be used to fulfill the requirement. In this example the requirements could be fulfilled by CHEM 342, or by any 100 to 499 level CHEM course.

Blocks

Each section in a Degree Works audit is called a “Block”. Each block header will contain a title for the block and will also display specific course information for that block such as credits applied, classes applied, and GPA for that block. Like individual requirements, the block header will also contain a symbol stating the status of all requirements within the block.

Degree Requirements – This is the main block that houses all of the global rules that apply to all other blocks within the audit. This block will never have the “Complete” symbol until all other blocks have been completed. Within this block you will also find “Unmet Conditions” which are requirements that must be met in order to graduate (residency requirement, total credits needed, etc.). The top-right corner of this block displays the total credits required to graduate, total credits you have applied towards graduation, current GPA, and Academic Year (Catalog Year).



General Education Core Requirements – In this block you will find all the general education categories and classes that are required for your degree. For example, if your degree requires a minimum GPA for a set of requirements within this block, it will be displayed at the top under “Unmet Conditions” until the GPA has been met. The top-right corner of this block will display your GPA for this block and your Academic Year (Catalog Year).

Foreign Language Requirement-DFL – This block will house the requirement for your foreign language. Oregon Universities require two years of the same language be completed in high school, if this is not complete upon admission to the university the student will be required to complete two terms of the same foreign language in college.

Institutional Math Requirement – This block will house all of the information regarding the institutional math requirements for a Bachelor’s degree. Individual majors may require additional or specific math requirements.

Upper Division Requirements – Bachelor’s degrees require 60 upper division credits, of which 30 must be from EOU. This block will house a maximum of 30 upper division transfer courses and all of the EOU upper division courses you have completed and let you know how many additional credits are needed.

Major Requirements – This block will house all of the major requirements for your degree. If you have a concentration, this block will display the specific courses for that concentration. Displayed in the top-right corner will be your Academic Year (Catalog Year) and your GPA for all major required courses.

Minor Requirements – If the student has declared a minor, this block will house all of the minor requirements. Displayed in the top-right corner will be your Academic Year (Catalog Year) and your GPA for all minor required courses.

Elective Courses – This block will display all completed courses that are not currently being used to fulfill a requirement within the audit. The content of this block will fluctuate as more and more courses are taken.

Insufficient – This block will display all the courses that do not meet the minimum required grade for the major. It will also include courses with a “W” or an “I.”

In-Progress – Within this block will be a list of all the courses that you are currently taking and also the courses you are pre-registered for. The top-right corner of the block will display the total number of credits applied and classes applied for this block.

Non-Degree Applicable – Within this block will be all of the courses that are not counted towards your degree.

Note: Courses that appear in the Insufficient, and Non-Degree Applicable sections will not count towards your degree but may still count in your GPA.

Exceptions – Any exceptions (substitutions) that have been made. This will include information about the exception, the date, and who entered it in to Degree Works.



Notes – Any advising notes, registrar’s office comments or information, and/or dean’s comments or notes will be listed at the bottom of the audit. These are also available to view under the “Notes” tab.

Searching for Additional Students

Typically, you will first search for the student via Banner Self Service and the information for that student will display within Degree Works. However, once you have navigated into Degree Works, as an advisor you do have the ability to perform degree audits on additional students rather than navigating back into SSB and searching for another student there. To search for students within Degree Works:

Find Student(s)

1. Click **Find**, which will take you to the **Find Students** search page.



- a. An image of the **Find Students** search page is provided below:



2. Single Student Search

To select a single student, enter the student's Banner ID number in the Student Banner ID field or enter the student's first or last name in the Name fields.

Student ID	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

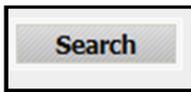
- The First and Last Name fields are not case sensitive. Typing in the first letters of a first or last name will produce a list of all names starting with those letters.
- Wild cards (@) can be used in any of these fields. Entering "@west@" in the Last Name field will produce a list of all students whose last names contain the letters "WEST".

3. Group Student Search

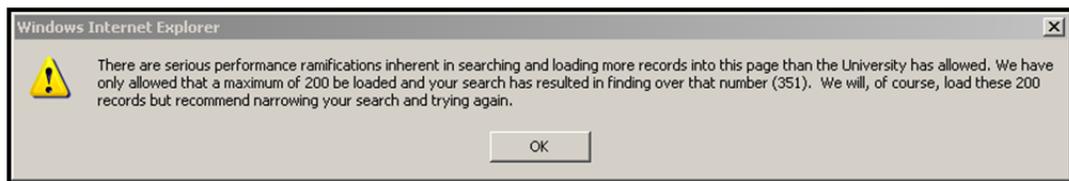
- To search for a group of students, use one or multiple fields to build your search criteria:

Degree Level Classification Academic Year	Major Minor College Concentration Student Type	Academic Standing Student Attribute
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- Click **Search** to execute the search.



- Only valid combinations of search criteria will produce search results.
- Find results are limited to 200 students and, based on your criteria, you may receive a warning message if the results produce a list of more than 200 students.



- Once you have created a list of students who meet your selection criteria, you can sort the list by clicking on any of the field headers in the Students Found window.

Student ID	Name	Degree	Major	Level
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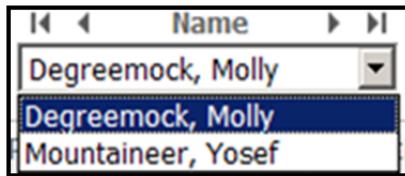
- You can remove or alter the list of students from the selection list by un-checking the checkboxes to the left of the students.



- e. Click **OK** to close the search window and load the list of students into Degree Works.



- f. Once loaded, the audit for the first student in your list will automatically display. The drop down option will give the option to select a different student. Only the data for one student at a time can be viewed.
 - If more than one student was selected in your search, use the drop-down box at the top of the screen to select the student record you want to view.





FAQs

Q: What is Degree Works?

“DEGREE WORKS” is a computerized degree audit program and academic advising tool designed to assist you and advisors in reviewing your degree progress. A Web-based program, DEGREE WORKS re-organizes your transcript chronologically and categorically, easily identifying courses you have completed and what courses you still need in order to fulfill your degree requirements.

Q: What are the benefits of using Degree Works?

DEGREE WORKS will help you:

- Determine what requirements you need to fulfill in order to complete your degree.
- View individual course grades, cumulative grade-point average (GPA) if transfer work has been articulated, and major average.
- Determine which courses you have taken or transferred, and which ones count as electives.
- View transfer credits, waivers, and exemptions applied toward degree.
- See how your coursework could be applied toward another major, minor, or concentration using the What If option.
- Confirm your academic standing.
- Estimate how many quarters it will take you to graduate.
- Learn the prerequisites and co-requisites for courses by clicking on the course numbers.

Q: When will Degree Works be available to the campus?

Our current goal is to release Degree Works to the entire campus in the August 2014. The Registrar’s Office will send notification when the new Degree Audit tool is available to the general public. Professional advisors, faculty, deans, directors and staff will have access mid April 2013. This will be a test phase. Although the system is fully operational and in use, we will be making changes and updates as needed.

Q: Who will be able to use Degree Works?

Advisors and students both will be able to use the system as an advising tool to better follow the student's progress and determine which requirements are still needed.

Q: How do I access Degree Works?

Please reference *Login and Student Search* section above.

Q: When should a student/advisor review a degree audit?

A degree audit can be reviewed at any time. Below are some examples of when it might be helpful to review a degree audit:

- 1) Before registration.
- 2) After registration to ensure courses apply to program requirements.
- 3) After grades for each quarter are posted.
- 4) Any time changes are made to a record.



Q: What if information in Degree Works isn't up to date?

There are a few possibilities as to why certain information in Degree Works is not up to date. One is that Degree Works may not have been refreshed since a change was made (information is refreshed nightly) to a student record. Second, there could be some paperwork that must be completed. For example, if a grade change is pending, it is possible the form has not reached the Registrar's Office. Check with the Registrar's Office regarding information not being up to date.

Q: How does Degree Works handle repeated courses?

Degree Works adheres to EOU's repeat policy when producing a degree audit. Per the policy, the most recent occurrence of a particular course will be used to evaluate degree completion. Previous attempts will go into the insufficient section.

Q: How does Degree Works determine which set of degree requirements to use?

Degree Works uses a student's Catalog Year (SFAREGS in Banner) to determine the set of degree requirements to use when producing a degree audit.

Q: What is a Catalog Year?

The catalog year determines which catalog/degree requirements students follow to obtain a degree. This is the year the student was admitted to the University. This can be updated if the student chooses to follow newer requirements.

Q: Can Degree Works be used to evaluate a student who has not yet declared a major?

Yes, students who have not declared a major must use the What-If option to produce a degree audit. However, in order to be evaluated for degree completion by the registrar's office, the student must have a valid major assigned in Banner.

Q: Who updates the student information in Banner?

The student's curriculum in Banner must be correct in order for Degree Works to function properly. The following is a list of who can/should update what information:

Degree, College, Major, Concentrations, Minors:
Advising Coordinators and advising office
Admit to Program: Registrar's Office

Q: Who inputs Exceptions in Degree Works?

-General Education, DPD, other institutional graduation requirements: Registrar's Office
-Major, Concentrations, Minors: Registrar's Office, this is to be reviewed by January 2014 for possible update and training to allow Advising Coordinator as approved by discipline access to input these exceptions.



2. What-If Audits

Overview

Students, who plan on changing their major, adding a minor or a concentration, or looking to enroll in a specific college, can access the **What-If Audit**. The **What-If Audit** can be found under the worksheets tab, on the left menu; it is designed to offer students an opportunity to view how proposed changes can affect their path towards graduation.

Getting Started

Performing a What If Scenario

1. To access the What If option, click on the **“What If”** link on the left-side of the audit screen under the “Worksheets” tab
2. Once at the What If screen, you will be able to use the drop-down boxes to select the desired Level, Degree, Academic Year (Catalog Year), Major, Minor and Concentration, as well as add additional future classes to the audit scenario.
3. Your selection for each area will be added to a list box on the right hand side. If you would like to remove any of your choices, select it from the list and click the **“Remove”** button located below the list box. After selecting the desired criteria, press the **“Process What-If”** button. Degree Works will then take your entire course history and apply it to an audit with the newly selected changes. Any wrong combination of degree, major, minor, or concentration will result in error.
4. Once the new audit has been generated, you will notice that all of your selections will appear as if it were a real audit.

Printing a What If Audit:

1. Once all of your selections have been made on the What If parameter screen, you have the option to **“Save as PDF”**. Clicking this button at the top of the screen will take will run the What If scenario and insert it into a PDF document that you can either save or print out.

FAQs

Q: Why am I receiving an error when I run a What If scenario?

The “What If” tool requires that you make a selection in the “Major” field. Failure to select a major will result in error.

Q: Why isn’t the advisor showing when I run a What If scenario?

Advisors do not display when a major different from student’s current major is chosen within the What If tool.



3. Student Educational Planner

Overview

Degree Works that will allow you to make a long-term plan for degree completion and verify that the courses you included on your plan will fulfill your degree requirements

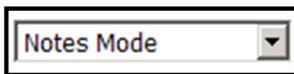
Getting Started

Developing a Plan - Freestyle

1. Select Add new plan

A dropdown menu with a light gray background and a dark border. The text "Add new plan" is centered in a dark blue font. There is a small downward-pointing arrow on the right side of the menu.

2. Choose mode (Notes or Calendar). Notes mode is the default and should be the standard for creating plans.

A dropdown menu with a light gray background and a dark border. The text "Notes Mode" is centered in a dark blue font. There is a small downward-pointing arrow on the right side of the menu.

3. Choose to show completed classes or not to show completed classes

A checkbox with a light gray background and a dark border. The checkbox is checked, and the text "Show completed classes" is to its right in a dark blue font.

4. Choose Edit

A radio button selection box with a light gray background and a dark border. The "Edit" option is selected with a dark blue radio button, and the "View" option is unselected with a light gray radio button.

5. Click Load button

A rectangular button with a light gray background and a dark border. The text "Load" is centered in a dark gray font.

6. Type in description of plan (required field)

A text input field with a light gray background and a dark border. The label "Description" is on the left in a dark blue font, and the input area is empty.

7. Choose Catalog Year



Creating Planner Templates

Pre-defined plans, or templates for particular programs of study, can be created ahead of time and loaded for student advising. The use of a template does allow a plan to be modified after the template has been loaded onto the student.

1. Click on **Templates** under the **Planner** tab



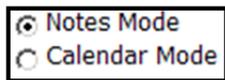
2. Click on **Search**



3. Click on the dropdown arrow and choose "**Add new template**" (As more and more templates are created, more options will appear in this drop down box.)



4. Choose **Notes Mode** or **Calendar Mode**.



5. Click **Load**



6. Choose the parameters for the template you want to create (be as specific or as general as you need or want), provide a description, and begin filling in the blanks. Use the buttons at the bottom to undo changes, delete, clear, or save the template. Degree Works will automatically assign it a number (i.e., T0012345). However, providing a good description for the template will make it easier to locate later.



Developing a Plan – Using Templates **This option in Degree Works is in progress**

1. Select Add new plan

2. Choose mode (Notes or Calendar) Notes mode is the default and should be the standard for creating plans.

3. Choose to show completed classes or not to show completed classes

 Show completed classes

4. Choose Edit

 Edit
 View

5. Click Load button

6. Click Load a pre-defined plan

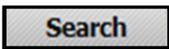
7. The search fields are populated as a result of the student's current curriculum.



Pre-defined Plan Search

Level	Undergraduate
Degree	Social Work (GC)
Major	Social Work (BSW)
Minor	All Minors
Concentration	All Concentrations
College	All Colleges
Program	All Programs
Catalog Year	All Catalog Years

- Click Search. If no plans are returned as a result of the search parameters that indicates that no plan template is available for that student's current academic curriculum. Either clear the search fields to find one similar or build the SEP freestyle.



- Select the plan

Sample Test Plan

- Click the 'Load into my plan' button.



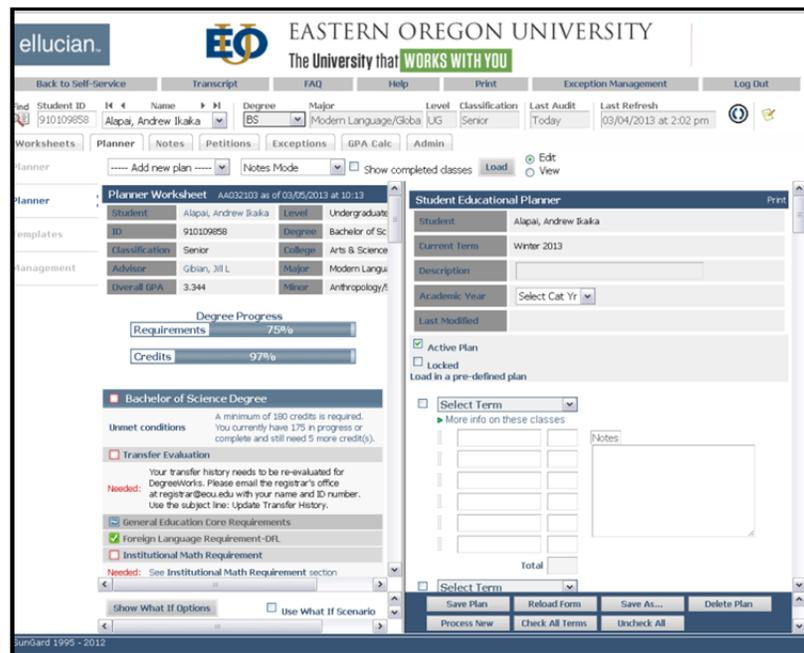
- Modify as needed



Planner Worksheet Navigation

General Tips, Tricks & Notes

- Two windows display, one with the student’s audit (left) and one with the planner blocks (right)
- Bar separating the two windows can be moved right or left to increase one side
- Entering course into the plan can be done two ways.
 - Dragging and dropping the courses from the audit will automatically add the credit hours
 - Manually typing them in the credits will have to be manually typed in
- Hours will total at the end of each block
- Click check all terms or click the box next to the terms you would like to see in the audit
- Notes entered within the educational planner should be about the term being planned, and not for general advising. These notes are not a historical record as it does not record who made the note or when. The notes entered here can be modified until the term has passed. Rather than using these notes for advising notes, use “Audit notes”.





Student Information Block

This includes detailed information about the student’s academic plan.

Student	Displays student’s name
Current Term	Represents the last term that the student had registered or completed coursework. Planning starts at the last term that the student had academic work. The intent is to plan from the last term forward.
Description	Name for this students plan. The template plan name will default if templates are used. This is a required field.
Academic Year	The academic year is the year the plan starts.
Last Modified	Displays the last date the plan was modified.
Active Plan	The student can have multiple plans but only one plan can be active at one time. Students currently do not have access to build their own plans. Advisors will build one plan and modify it as the student advances in his/her academic career.
Locked	This will be used if the student needs to have more than one plan, or if the students eventually have access to create plans. The locked plan is locked by the advisor and once locked is not modifiable until unlocked by the advisor.
Load in a pre-defined plan	Pre-defined plans (templates) can be created and loaded student by student.



Planner Toolbar



Save Plan	<p>Saves contents of plan, when the plan is saved, several checks are made on the data.</p> <p>The errors must be fixed before the plan can be saved.</p> <ul style="list-style-type: none"> • Courses are validated • Duplicate courses are identified • A red arrow appears next to courses that are invalid
Process New	Runs a new audit with planned courses from saved plan applied to audit rules
Reload Form	Start over. Deletes any editing since the plan was last loaded. If the plan has never been saved, then it clears the plan entirely, similar to '-----Add new plan-----'.
Check All Terms	Check the boxes for all future terms to be included in a new audit
Save As	Save the data as a new plan
Uncheck All	Uncheck all boxes for all future terms
Delete Plan	Delete this current plan – confirmation message appears



FAQs

Q: Do I put courses that I've already completed on the Planner?

No. The Planner is only intended for future classes, not classes which you've completed or in which you're currently enrolled.

Q: Do all degree requirements have to be accounted for in the plan?

No. You can use the Planner to map out as much or as little of your degree plan as you'd like

Q: I am already a junior. Is it too late for me to use the planner?

No, you can start using the Planner at any time. It doesn't matter if you're a freshman planning your next four years of study, or a senior with one quarter left. The features of the Planner will still help you ensure that you've identified all of the courses you need to complete for your degree.

Q: I'm undeclared. Do I have to wait to use the planner until I declare a major?

No, but it is recommended.

Q: If a course has prerequisites, will the Planner notify me if I place it in my plan out of sequence?

No. You will want to review your plan with your advisor to ensure that you have courses in the proper sequence. You can also review the course descriptions in the catalog for prerequisite information for each of your courses.

You can access catalog course descriptions in one of two ways. You can click the link for any needed courses that are listed in your Degree Works worksheet, and a new window will open with course descriptions that fulfill that requirement or view the catalog online at www.eou.edu/catalog/

Q: Some of my requirements have many options, and I'm not sure which one I want to take. What should I do?

Pick the course in which you most likely will enroll. You can include a note in the notes section that states that you might take another course instead.

Q: Who has access to the plans I create through the Planner?

Your advisor, as well as faculty members and administrators who have access to Degree Works, will be able to access your plans.

Q: Will my advisor make my plan for me?

In most cases, students will make plans and share them with their advisors. Your advisor will be a resource for you if you have questions, and you will want to ask your advisor to review any plan you create. Advisors do have the access to create a plan.

Q: How can I share my plan with my advisor to make sure that it's correct?

Your advisor can log in to Degree Works and review your plan online. You can also print your plan by using the print link in the upper-right hand corner of the planner and take a copy of your plan to your advising appointment.



Q: Can I make more than one plan?

Yes, but you can only mark one plan as active.

Because the University will gather information from these plans to help us with course scheduling, we want to be sure that we do not gather multiple sets of data from the same person. Therefore, if you create more than one plan, please check the active button for the plan that best describes your degree completion plans.

Q: How often should I update my Planner?

At a minimum, you should review and update your planner every quarter before you meet with your advisor. You should also update your plan when you drop a course, receive an unsatisfactory grade in a course, or make any other changes that affect your degree progress. Once a quarter ends and your grades are placed on your records, you'll no longer be able to update information for that term. The information for that term will appear at the bottom of your plan as completed coursework.

Q: When I view my worksheet on the Worksheet Tab, my planned courses are no longer listed.

That is correct. Your worksheet shows you the courses you have already completed, are registered in, or courses you need to complete. Your planned courses will only appear when you are in the Planner section of Degree Works. The worksheet in the Planner section will only show your planned courses in the worksheet after you click the "Process New" button. The planned courses will not show on your main worksheet.



4. Advisor Notes

Overview

The Notes utility allows Degree Works users to document academic advising on student records. These Notes are viewable by the student on their audit in the Notes section at the bottom of the Worksheet.

Please be aware that notes entered in Degree Works are part of the students educational record and will be disclosed as part of that record when complying with any legal requests for the release of information in that educational record. Notes should be factual and of a nature under public scrutiny.

Getting Started

Add Notes

1. Click on **Add Notes** on the Notes Tab



2. You can use the optional Pre-Defined and/or free type the note

A dialog box titled "Add New Note" with a dark header bar. Below the title bar, it says "Enter your note and click the Save Note button". There is a dropdown menu with the text "Choose a predefined note from the list below" and a downward arrow. Below the dropdown is a large empty text area with a vertical scrollbar on the right. At the bottom of the dialog are two buttons: "Save Note" and "Clear".

3. Click **Save Note**



4. Click **Run New Audit** button to display notes in View section and on the student's worksheet



Your note was added successfully.

You may run a new audit to get your note changes incorporated into the latest audit for the student.

Run New Audit

View Notes

1. Click on **View Notes** on the Notes Tab

The screenshot shows the 'View Notes' interface. On the left, there are navigation options: 'View Notes', 'Add Note', 'Modify Notes', and 'Delete Notes'. The main area displays a table with the following data:

Notes			
Note Text	Created By	Create Date	
Student was advised to register for the courses listed on the Planner.	DegreeWorks Manager,	08/18/2011	

Modify Existing Note(s)

1. Click on **Modify Notes** on the Notes Tab

The screenshot shows the 'Modify Notes' interface. On the left, there are navigation options: 'View Notes', 'Add Note', 'Modify Notes', and 'Delete Notes'. The main area displays a table with the following data:

Notes -- Modify			
Note Text	Created By	Create Date	
Student and advisor discussed student's career plans.	DegreeWorks Manager,	08/18/2011	
Student was advised to apply for graduation by the official deadline.	DegreeWorks Manager,	08/18/2011	
Student was advised to register for the courses listed on the Planner.	DegreeWorks Manager,	08/18/2011	

2. Make changes to note

The screenshot shows a text input field with the text "Student and advisor discussed student's career plans." and a cursor at the end of the text. There are up and down arrow buttons on the right side of the field.

3. Click button to save changes





FAQs

Q: I currently keep my own notes on my advisees. What are the benefits of switching to this new system?

With Advising Notes, any notes you enter become a part of a student's record, and any faculty or administrative staff member who has access to Degree Works can view those notes. This allows any individual working with a student – including future advisors – to have a more complete understanding of the student's advising history. This also helps us work together to hold students accountable for following-through on advise they were given. In addition, because Degree Works is a secure, web-based product, you can easily access your advising notes from any internet connection.

Q: Will students be able to see the notes I enter?

You can choose. If you click the "Not Available to Student" box that appears over the note entry box, the student will not be able to see the note. If you do not check this box, the student will see your note at the end of his or her worksheet. There may be times when you might split your entry into two notes, part that the student can view and part that the student cannot. However, any faculty or administrative staff member with access to Degree Works will be able to view all the notes on a student's record.

Q: I need to record more specific information on a student. Can I enter notes without using the drop-down menu?

No, you must use the drop down menu. However you can use the drop-down "Student was advised to" and add additional information. For notes not directly related to academic advising, we recommend that you continue to keep written notes and store them in a secure location (your particular advising notes). Keep in mind anything in Degree Works is part of the students educational record and will be disclosed when complying with any legal request.

Q: How did you decide what notes to include in the drop-down menu?

Some of the notes are standard with Degree Works we have also added a few specific notes. Not all topics will be covered for every advising situation, we believe they include the most common topics. If you have a suggestion for an item that is not listed, please send an email to DegreeWorks@eou.edu.

Q: I often have advising discussions with students who aren't my assigned advisees. Can I add notes to any student's record?

Yes, and we encourage you to do so.



5. Exceptions

Overview

The Exceptions function allows those users having access to this function to modify the requirements for degree completion for a specific student.

Key Points

- Exceptions should not be performed until a course is in-progress or has already been completed
- All exceptions will be monitored by the Office of the Registrar on a regular basis to ensure curricular integrity and accuracy
- Exceptions will remain for a student with terms of absence, but will disappear if the student changes his/her program, or falls out of continuous enrollment

Overview of Exception Types

Degree Works allows you to perform the following types of exceptions. In general, Also Allow and Apply Here are the most often used exception types.

Force Complete

The Force complete exception can be used on any course rule and most qualifiers. This exception type is completely independent of all student data. It will simply complete a rule on a student degree audit regardless of any qualifiers that might apply. Forcing a qualifier complete tells the auditor to ignore the qualifier the next time an audit is performed for this student.

Substitute

The Substitute exception is used to substitute one course for another. This is distinct from the Also Allow exception type in that one course is exchanged for another. To process a substitute exception, select the Substitute entry from the Exception Type drop-down list and click the Load button.

The substitute exception requires that one course be used in place of another. If the rule contains only a single course then the substituted course is required for completion of the block. If a substitute exception is processed on a rule with more than one course option that can be used to complete the rule, then the substituted course is not required and is an option available to the student. Only qualifiers that list courses support this type of exception.

Also Allow

Also Allow is used when you wish to expand the course options available on a specific rule. Typically, this is used to allow a student use a non-standard course to satisfy a requirement. Therefore, Also Allow exceptions are typically made after the student has already taken the course or the course is currently in-progress. Even though a course has been added to a requirement by an Also Allow exception, that course IS NOT locked to that requirement. Degree Works will still run its “best fit” process to determine the best requirement for the course to apply to.



The “Also Allow” exception modifies a course rule by appending a course to the course rule. This exception can be used when Courses applied using the “*Also Allow*” exceptions are still subject to header qualifiers in the blocks in which they are used and are still subject to the best-fit algorithm. For example, if an “Also Allow” exception is processed allowing ENGL 215 to be used to satisfy a course rule and there is a block header or rule qualifier preventing the use of ENGL 215 within that block, the exception will be added to the database, but ENGL 215 will not be allowed to be used. This will apply if the course meets the rule but the grade is not sufficient, the exception is recorded but the course is then not applied to the block.

The “Also Allow” Exception does not require that the selected course be used on the modified rule. The best fit algorithm of the Audit Processor Engine will still evaluate the course when this type of exception is used. Consequently, the allowed course may not be applied to the rule bearing the exception if there is a better fit for this course elsewhere in the degree audit.

When processing an “Also Allow” exception to a group rule, the exception can only be processed on the individual rule labels inside the group rule, not the GROUP RULE HEADER LABEL.

Apply Here

This exception is used when a course should be applied to a specific course rule. Typically, this is used to allow a student use a non-standard course to satisfy a requirement. This exception WILL lock a class to a requirement, meaning that class will always remain in that requirement even if the “best fit” process finds a better match within another requirement.

The *Apply Here* exception allows the user to apply a course to a rule even if the course is not listed as an option. This exception is very useful in correcting audits in cases where the user wishes to dictate specifically where courses are to be used within the degree audit. The Apply Here exception will apply a course to a rule regardless of any scribing, rule or block header qualifiers. For example, suppose a block contains a 'MAXPASSFAIL 0 CLASSES' header qualifier. You can use the Apply Here exception to apply a PASSFAIL class to a rule in this block without having to modify the block header qualifier. The Apply Here exception will also override an EXCEPT list on a rule. Courses applied to rules using this exception type will not be moved around within the audit. When placing an Apply Here exception any existing WITH data is removed so that a course that normally did not meet the WITH qualifiers will be able to fit on the rule. If the “Apply Here” exception contains a new “WITH” qualifier then that will be applied – replacing the previous “WITH” data (as of DW 4.0.1).

“Apply Here” exceptions cannot be processed on a Group Rule Header. When processing an Apply Here exception on a group rule, the exception can only be processed on the individual rule labels inside the group rule. Also, Block header exceptions do not support the Apply Here exception.

Remove Course/Change the Limit

The *Remove Course* Exception allows the user to remove a course from a course rule or qualifier or to *Change the Limit* on a course rule or qualifier. This exception type is very useful in modifying audit reports when students successfully petition to have a specific course or part of a specific requirement waived.

In situations where a course is applied to a rule or qualifier as a result of a wildcard statement, using the Remove Course exception will remove ALL courses that have been applied as a result of the wildcard statement. For example, if HIST 330 and HIST 427 are both applied to the scribe rule 3



Classes in HIST @, removing HIST @ using the Remove Course exception will remove both HIST 330 and HIST 427. However, if you remove just HIST 330 the rule gets changed to 3 Classes in HIST @ Except HIST 330 – making sure that HIST 330 does not get applied to this requirement. (As of DW4.0.1)

Only qualifiers that list courses or specify a number of classes or credits support the Remove Course exception.

Block Header Qualifier Exceptions

The Force Complete, Substitute, Remove Course and Change Limit exceptions can be used on block header qualifiers. The qualifiers appear above the rules in the block and have a radio button next to them. Block header exceptions do not support the “Also Allow” exception or “Apply Here” exception.

General Information about Exceptions

- Exceptions will show up as a white band with blue text. In addition to the description, the name of the person who processed the exception and the date the exception was processed is also shown.
- If an exception has been processed but not used in the degree audit, it will show up in the Audit Errors section at the bottom of the screen labeled as Exceptions Not Used.
- While most exception types can be processed from Degree Works on the Web, rule qualifiers (such as MINGRADE, EXCEPT, etc.) cannot be modified using Degree Works on the Web.
- Exceptions are both student-specific and block-specific. In other words, an exception applies to a specific block used in a student degree audit. If an exception is processed in a major block for a student and that student then changes his/her major, the previous exception will no longer apply to the student's new major. If the exception was generic to any major you will need to re-apply the exception in the new major block for the student.
- Exceptions cannot be used with What-If audits. Exceptions will only appear in the exception screen and on audit reports configured to show Exceptions. By default, the Registrar's Audit report is configured to show exceptions. The text description entered with the exception will appear next to the exception on the audit report along with a time stamp indicating the name and date of the person who entered the exception.