

Degree Works

*Helping students to stay motivated
and graduate on time!*

Reference Guide v1.2

Fall 2017/Spring 2018



Degree Works

UA Little Rock's comprehensive academic advising, transfer articulation, and degree audit solution that aligns students, advisors, and colleges to a common goal:

helping students graduate on time!

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Degree Works Overview

Degree Works is UA Little Rock's academic advising and degree audit tool that helps students and their advisors successfully navigate degree requirements. Using this tool, students can easily identify courses that are required for each term throughout their academic career, and bring them towards their goal of graduation day. Degree Works will be used as the Degree Audit system found in BOSS for students who enter UA Little Rock beginning Fall 2017, or have a Fall 2017 or later catalog year.

The Benefits of Degree Works

Degree Works is the tool that facilitates the advisory process with faculty and students, streamlines exceptions, processes petitions and tracks a student's progress. It assists students in determining, scheduling and adjusting as needed, the academic requirements that are necessary to complete their degree and graduate.

The features in Degree Works provides Faculty and Students the ability to:

- View requirements for student degree programs,
- Understand how completed, in-progress, and planned courses apply to the degree requirements,
- View overall and major grade point averages,
- Plan for future semesters and registration for classes,
- Create "What-If" scenarios to process speculative degree audits based on current class history,
- Enter notes and advice given to students that is viewable by the student and other advisors,
- Minimize potential errors by configuring consistent, pre-defined degree plans,
- Support more timely degree certification, and
- Reduce paperwork and manual program check sheets.

Available Catalogs and Audit Records

As of March 1, 2017, Degree Works will include audits for all degrees, majors, minors, concentrations and certificates found in the Fall 2017/Spring 2018 Undergraduate Catalog. There are some Graduate programs that have been entered and the rest are in the process of being built, which start with catalog year of Fall 2016.

Depending on the catalog year of your student, they may not be in Degree Works. Catalog years prior to Fall 2017 are in the previous degree audit system, CAPP, accessible in BOSS.

If you are moving a student to the Fall 2017 catalog, you must first review all previously applied Individual Degree Adjustments (IDAs) to verify that they are applicable change(s) under the new catalog's requirements. This review must be completed prior to any request to move degree adjustments to Degree Works submitted by the Advisor. Once reviewed, the Advisors with appropriate access, can request to have the old IDAs applied in Degree Works through the Degree Works Petition Process. This will be noted with the "Other" request with wording to include:



Degree Works

"Please apply previously applied IDAs for this student under the new ____ (state catalog year) for ____ (the particular block) in Degree Works." If there are any questions on the re-application of the adjustment(s), you will be contacted via email from the Records and Registration Office. Please allow five to seven (5 to 7) business days for processing.

Once a Fall 2017 catalog year or later has been entered for the student, it will update overnight in Degree Works.

Training and Support

The completion of Degree Works training is a prerequisite for obtaining access. Once completed your Dean or Director will submit your training certificate to Records and Registration to setup your access. The Degree Works online training is located here: <https://a.ualr.edu/itservices/training/index.php>. Your NetID username and password will log you in to the "Self-Paced" training tab where you can access the Degree Works Training.

Advisors can contact their College Representatives for assistance:

- Trakenya Dobbins, Academic Advising
- Amy Frets, College of Engineering and Information Technology
- Heather Reed, College of Education and Health Professions
- Sherrie Kearney, Graduate School
- Lynnette Brown, College of Business
- Rachel Jones, College of Social Sciences and Communication
- Johanna Lewis, College of Arts Sciences and Letters

Internet Explorer 11 may cause issues with printing reports. It is recommended that you utilize other, newer, web browsers like Chrome or Firefox. You may also need to enable pop-ups for the Degree Works site for some functions which open new windows to work.

For technical questions or issues, contact the Information Technology Services Assistant Center at (501) 916-3011, or submit a ticket for assistance through the IT Services website at <http://ualr.edu/itservices/help>.

If you would like to provide some input on Degree Works, please navigate to the following Google form and let us know what you think! [Degree Works 2017 Survey](#).



Degree Works Terminology

There are some differences in terminology between the previous degree audit system, CAPP, and Degree Works, along with new features and functionality that is worth noting.

Degree Audit (CAPP)	Degree Works
Individual Degree Adjustments (IDAs)	Petitions
IDAs that are processed by R&R	Exceptions
Degree Evaluation Report	Worksheet
Y= Requirement Complete	Check Mark = Requirement Complete
SOATEST	Test Scores
N = Requirement not met	Empty Box = Not Completed
Unofficial worksheet	Class History
New Degree Works Terminology	
Process New	Refreshes the report and displays the latest information
Save / Print PDF	Gives best display of report to print
Asterisk (*) beside a class	Course (not student) has a pre-requisite
Degree Progress Bar	Percentage of degree requirements completed
The Confidentiality Indicator	<p>The Confidentiality Indicator can be "Y", "N" or "blank":</p> <ul style="list-style-type: none"> Y = Student's record is confidential and information concerning this student cannot be released nor can the University confirm that the student is or is not associated with UALR. Blank = is treated the same as "N", standard FERPA regulations should be followed. (See here for more information on FERPA Regs)
Student Educational Planner (SEP)	The tool inside of Degree Works that allows Advisors to customize existing SEP templates, created by their academic college, to provide semester by semester course sequencing guidance for individual students during advising sessions.
SEP Template Management	The tool for entering the 4 or 8 semester plans. (See SEP Reference Guide)

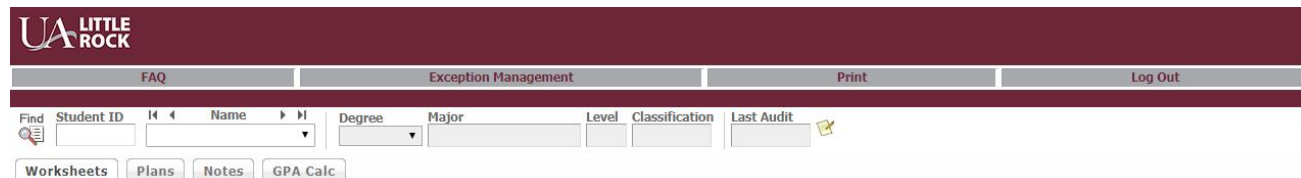
Degree Works

Logging in to Degree Works

Degree Works is a web-based application that Faculty and Students can access with their NetID and password through:

1. Blackboard
2. BOSS
3. Directly from <https://degreeworks.ualr.edu>

Once logged in, the Degree Works Landing page will display.



The screenshot shows the Degree Works Landing page. At the top is the UA Little Rock logo. Below it is a navigation bar with links: FAQ, Exception Management, Print, and Log Out. The main area contains a search bar with fields for Student ID, Name, Degree, Major, Level, Classification, and Last Audit. Below the search bar are tabs for Worksheets, Plans, Notes, and GPA Calc.

For students, DegreeWorks:

- Provides real-time advice and counsel
- Speeds time to graduation
- Provides intuitive web access to self-service capabilities
- Streamlines the graduation process
- Allows direct access to multiple related services and advice through hyperlinks to catalog information, class schedules, transcripts, help desk services, and FAQs

For advisors, DegreeWorks:

- Supports real-time delivery of academic advice through intuitive web interfaces
- Minimizes errors through consistent degree plans
- Supports more timely degree certification
- Reduces paperwork and manual program check sheets
- Supports and monitors unique program changes



From the Degree Works Landing page, there are three levels of navigation available with different features and functionality:

1. Navigation Bar
2. Student Information and Selection Bar, and
3. The Audit Navigation Tabs

Main Menu

The Main Menu is displayed at the top of each page in Degree Works.



The screenshot shows the Main Menu at the top of the application. It features the UA Little Rock logo and a navigation bar with links: FAQ, Exception Management, Template Management, Change Password, Print, and Log Out.

It is accessible throughout the application and provides links for quick access to the following features:



- FAQ – Frequently Asked Questions about the application and its purpose
- Exception Management – Provides a direct link to Exceptions
- Print – Allows the user to print a screen being viewed
- Log Out – Allows the user to manually log out of the Degree Works application

Student Quick Search Bar

The **Student Quick Search Bar** will appear at the top of the page. This is a quick and easy way to find a student's information in Degree Works. All entries in the student's information header are auto-populated from data found in Banner. The Last Audit Date is updated only when new information from Banner is loaded during a nightly refresh.

Faculty Advisors can view information for all students.

Find	Student ID	Name	Degree	Major	Level	Classification	Last Audit
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Keep in mind that undergraduates with a catalog year of Fall 2017 or later, and graduate students in 2016 programs and later are in Degree Works.

Viewing Information in Degree Works

There are various Views in Degree Works to navigate a user to student data based on the information they need or the task they want to perform. The following views are available for selection under the "Format" dropdown list.

These views are:

1. Student View
2. Graduation Checklist
3. Registration Checklist
4. Student Data Report

Student View

This format is what is seen by the Student and provides information about completed, in-progress and remaining degree requirements.

Name	Degree	Major	Level	Classification	Last Audit
McCord, Otis	BA	Political Science	U	Freshman	11/01/2017

Plans	Notes	GPA Calc
Format: Student View View Save/Print as PDF Process New <input checked="" type="checkbox"/> Include in-progress classes <input checked="" type="checkbox"/> Include preregistered classes Class History Test Scores		

The Student View is updated nightly. To update the record after updates have been made to the Student records, click the Process New button to update the student record to reflect recent changes made in Degree Works.

Notice the Audit Date will change to "Today's" date.

Click the Class History button to see all classes the student has completed.



Retrieving Test Scores

From the Student View, click **Test Scores**. **NOTE: You no longer have to go to SOATEST in Banner to find Test Scores for a student.**

This will display the student's test scores along with the following information:

- The highest test score for each test taken
- The date the test was taken, and
- Test scores for the last five years

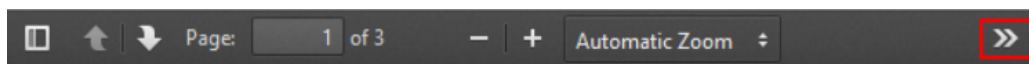
COMPASS Admission Sum (13-MAY-2016)	Score: 226
COMPASS Algebra Test (20-OCT-2016)	Score: 042
COMPASS Composition Placement (13-MAY-2015)	Score: 099
COMPASS Reading Placement (13-MAY-2015)	Score: 099

Saving and Printing

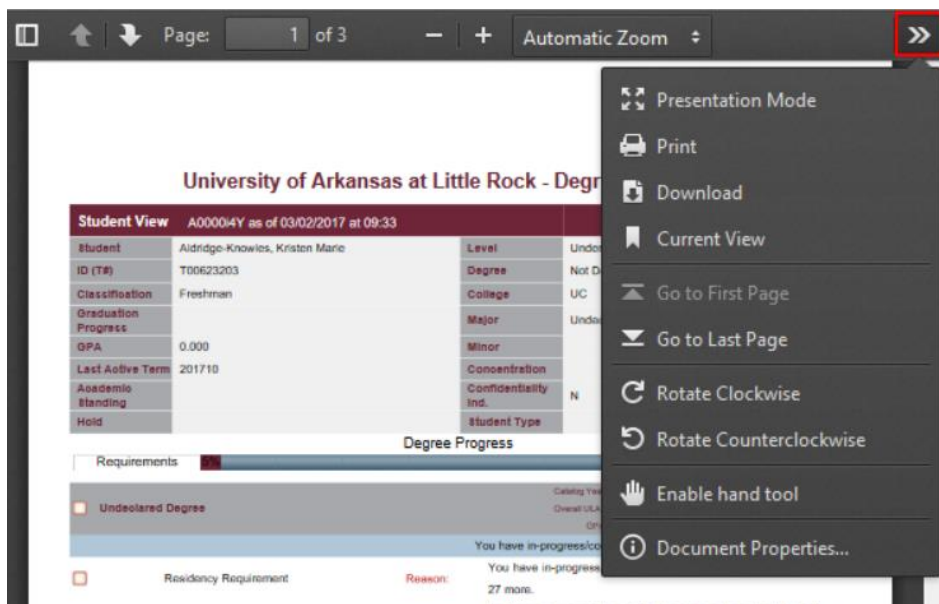
Clicking the **Save/Print as PDF** button from the **Student View** will display the entire worksheet. The worksheet can be printed to a local printer or saved as a PDF document.

Save/Print as PDF

Click the double arrows in the right hand corner:



This will display a menu for printing or downloading the worksheet as a PDF.



When finished, click the "x" in the upper right hand corner to close the dialog box.



An "*" after the course number indicates that the class has a prerequisite.

UALR Core	
<input type="checkbox"/> Communications: Written	Still Needed:
<input type="checkbox"/> Comp I and II	(2 Classes in RHET 1311* and 1312*)
<input type="checkbox"/> Fine Arts	Still Needed: 1 Class in ARHA 2305 or 2306 or MCOM 2306 or MUHL 2305 or THEA 2305
<input type="checkbox"/> History of Civilization	Still Needed: 1 Class in HIST 1311 or 1312
<input type="checkbox"/> U.S. History or Government	Still Needed: 1 Class in HIST 2311 or 2312 or POLS 1310
<input type="checkbox"/> Humanities	Still Needed: 1 Class in ENGL 2337 or 2338 or 2339 or PHIL 2320 or 2321 or RELS 2305
<input type="checkbox"/> Math	Still Needed: 1 Class in MATH 1302* or 1303* or 1311* or 1321* or 1342* or 1401* or 1451* or STAT 2350*

Notes entered by an Advisor will be added to the worksheet and can replace your advising record.

Scroll to the bottom of the screen to see where your notes have been added.

Notes		
	Entered by	Date
Test	Moody, Jennifer L	06/12/2017
Edited note. I am changing this too - Stephen	Lee, Karen A	06/12/2017
It would not allow me to add any text to the initial note. I had to add a blank note and modify the text	Kenley, David E	06/09/2017
I am not able to add a free form note, but I could add a blank note and then modify it.	Lee, Karen A	06/09/2017
I am going to add this note, now.	Roberson, Stephen F	06/08/2017
Placed top of the pack in Dog Training 101	Polite, Elizabeth G	06/08/2017
Advisor cleared student's advising hold/flag. Hello Dee Dee	Polite, Elizabeth G	06/02/2017

Legend

<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	TR Transfer Class	ENR Enrolled/Preregistered
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> See advisor	@ Any course number	* Indicates prerequisite

Disclaimer

This degree audit report is provided as a guide to be used in consultation with your academic advisor when planning your progress toward completion of the above requirements. Your academic advisor should 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 your academic advisor regarding this degree audit report and for review of your official degree/certificate completion status. This degree audit should only be used for information purposes in combination with a copy of your academic transcript.

Note to Advisors: This replaces your advising record as long as you add notes per your college's protocol.



Degree Works

Searching for Students in Degree Works

From the **Student Search Bar**, click the **Find** button in the upper left hand corner of the screen.

You can locate a specific student by entering their last name in the Last Name field. The last name field is not case sensitive. Note that when selecting students by last name, degree or any query, the students are loaded into Degree Works in alphabetical order.

The audit for the first student in the list will automatically be opened by default.

Click the **Search** button.

A list of Students will display below. Check the box next to the Student's name of interest.

Students Found: 5						
ID	Name ▲	Degree	Major	Level	Classification	
<input type="checkbox"/> T00191395	McCord, Amos	BA	Political Science	U	Freshman	
<input type="checkbox"/> T00191396	McCord, Molly Page	BA CP	Interdisciplinary Studies Applied Design-CP	U U	Freshman Freshman	
<input checked="" type="checkbox"/> T00191397	McCord, Otis	BA BS	Political Science Computer Science-BS	U U	Freshman Freshman	
OK Cancel		Check All Uncheck All				

Click **OK**.

The courses they have completed as well as the outstanding requirements can be reviewed. From this example the student still needs to complete Humanities in the UALR Core.



<input type="checkbox"/> UALR Core					
<input checked="" type="checkbox"/> COMMUNICATION: WRITTEN					
<input checked="" type="checkbox"/> Comp I and II	RHET 1311	Composition I	TR	3	2015 Summer
	Satisfied by	ENGL1311 - English Composition I - Pulaski Technical College			
<input checked="" type="checkbox"/> Fine Arts	RHET 1312	Composition II	TR	3	2015 Summer
	Satisfied by	ENGL1312 - English Composition II - Pulaski Technical College			
<input checked="" type="checkbox"/> History of Civilization	ARHA 2305	Intro to Visual Art	TR	3	2015 Summer
	Satisfied by	ARTS2300 - Intro to Visual Arts - Pulaski Technical College			
<input checked="" type="checkbox"/> U.S. History or Government	HIST 1311	Hist Of Civilization I	TR	3	2015 Summer
	Satisfied by	HIST1311 - History of Civilization I - Pulaski Technical College			
<input checked="" type="checkbox"/> Humanities	POLS 1310	American Nat'l Gov't	TR	3	2015 Summer
	Satisfied by	POLS1310 - American Nat'l Gov't - Pulaski Technical College			
Still Needed:		1 Class in ENGL 2337 or 2338* or 2339 or PHIL 2320 or 2321 or RELS 2305			

A course noted as "**Still Needed**" are ones to address during the advisory session with the student.

Click the Department and Course number next to the class still outstanding. For this example click the course **ENGL 2337**.

The course information is displayed along with Prerequisite information, the scheduled classes and available seats.

ENGL 2337		3 Hours	World Literature	Print
Prerequisite: Completion of the first year writing requirement. Study of selected texts reflecting a variety of cultural literary heritages and traditions. Assigned works represent several national literatures, in a variety of historical periods, and at least three literary genres. Three credit hours. (ACTS Course Number ENGL 2113)				
Attributes: ALTS, HUMA, LOWR, UNDR				
Sections:	Term	Crn	Section	Seats Open Meeting Times
	2018 Spring	11313	01	22 (out of 30) M W F 09:00 - 09:50
		11314	02	11 (out of 30) Tu Th 09:25 - 10:40
		11370	991	6 (out of 25) TBA
		11371	992	8 (out of 25) TBA
		13002	9U2	0 (out of 5) TBA
		13647	AS1	30 (out of 30)
		13688	GN1	30 (out of 30)
		13765	BN1	30 (out of 30)
		13766	BN2	30 (out of 30)
		13767	BN3	30 (out of 30)
		13791	MC1	30 (out of 30)
		14201	9U1	0 (out of 5) TBA

Click the "X" in the upper right hand corner to close the dialog box.

With the exception of the Confidential and Hold boxes, any missing information that appears in this section indicates that the data has not been entered into the Banner system

Student	Aldridge-Knowles, Kristen Marie	College	UC	Confidentiality Ind.	N
ID (T#)	T00623203	Degree	Not Decided	Academic Standing	
Classification	Freshman	Major	Undecided Associates	GPA	0.000
Student Type	.	Concentration		Graduation Progress	
Level	Undergraduate	Minor		Last Active Term	201710
				Hold	



Degree Works

Reviewing Student Progress by Degree

Faculty can view student's progress by their Major. To find students by this criteria, begin by clicking the Find button.

Click the dropdown box next to Major.

A list of available Degrees are presented for selection. For this example, Accounting-BBA is selected.

The selected Degree will appear in the Search Criteria box.

Click the **Search** button. The first 200 students will be displayed as noted in the displayed message.

Either select all students to review or click the **"Uncheck All"** button to select a specific student from the list by scrolling to their name.



Degree Works

Students Found: 154

ID	Name ▲	Degree	Major	Level	Classification
<input checked="" type="checkbox"/> T00623294	Adams, Zion Christopher	BBA	Accounting-BBA	U	Freshman
<input checked="" type="checkbox"/> T00148130	Addie, Janetta	BBA	Accounting-BBA	PB	Post Baccalaureate
<input checked="" type="checkbox"/> T00600252	Anthony, Nekea	BBA	Accounting-BBA	U	Sophomore
<input checked="" type="checkbox"/> T00614685	Arias, Mariel	BBA BA	Accounting-BBA Psychology	U U	Freshman Freshma

OK Cancel Check All Uncheck All

Selecting **Check All** will load all the students for that Major in alphabetical order with the first student in the list displayed.

Adams, Zion Christopher ▼ BBA ▼ Accounting-BBA

Adams, Zion Christopher
Addie, Janetta
Anthony, Nekea

Other students in that Major are selectable from the drop down list.

It's that easy to switch between and locate Students by their Major in Degree Works.

Finding a Transfer Student

Search Transfer Students by entering their T-Number in the Student ID field.

Find Student ID Name

Click the Find button or simply hit Enter. The course information they are transferring will display along with codes that reflect the grade they received for the class.

TR = a C or better grade has been transferred

TE = a "D Transfer form" has been completed

In addition, courses that satisfy a UALR Core requirement and where it was completed is available for review.

Find Student ID Name Degree Major Level Classification Last Audit

T00607914 Allgood, Jasmine ND Undecided Associates U Senior 02/08/2017

Worksheets Plans Notes GPA Calc

Worksheets History What If What If History Look Ahead

Format: Student View View Save/Print as PDF Process New Include in-progress classes Include preregistered classes Class History Test Score

Major Requirements Still Needed: See Major Not Declared section

UALR Core

Unmet conditions for this set of requirements

COMMUNICATION: WRITTEN

Comp I and II

RHET 1311 Composition I TR 3 2015 Summer

Satisfied by ENGL122 - English Comp & Literature - Embry-Riddle Aeron U

RHET 1312 Composition II A 3 2016 Spring

RHET 1311 Comp 1 is satisfied by English 122 - English Comp & Literature from Embry-Riddle Aeron University.

1 Class in ARHA 2305 or 2306 or MCOM 2306 or MUHL 2305 or THEA 2305

1 Class in HIST 1311 or 1312

U.S. History or Government HIST 2312 US History Since 1877 A 3 2016 Spring



Academic Audit Tabs in Degree Works

Once a student audit has been selected, advisors have the following audit tools available:

1. Worksheets
2. Plans
3. Notes
4. GPA Calculator

Worksheets

The Worksheets Tab opens the Degree Works Academic Audit. This tab automatically opens when a student is selected, and contains the following features and functionality:

History Tab

Degree Works automatically saves the last three instances of the academic audit, in addition to any audits frozen by the Degree Works Administrator. To access these audits, click on the **History** link located under the Worksheets tab.

Choose the desired historical audit from the drop down menu labeled Historic Report and click View.

Worksheets Plans Notes GPA Calc

Worksheets

Format: Student View Historic Report: 09/20/2017 11:44 U/AA View Save/Print as PDF

History

What If

What If History

History - Introduction Page

Choose a report format and an historic report and click View.

The Report will display. There is also an option to Save/Print as PDF if needed.

Format: Student View Historic Report: 11/01/2017 14:46 U/BA View Save/Print as PDF

University of Arkansas at Little Rock - Degree Works Prod

Student View A000171k as of 11/01/2017 at 14:46

Student	McCord, Otis	College	Social Sciences & Comm	Confidentiality Ind.	Y
ID (T#)	T00191397	Degree	Bachelor of Arts	Academic Standing	
Classification	Freshman	Major	Political Science	GPA	0.000
Student Type		Concentration		Graduation Progress	
Level	Undergraduate	Minor		Last Active Term	
				Hold	Advising Flag

Requirements 4% Degree Progress

<input type="checkbox"/> Degree in Bachelor of Arts	Catalog Year: 2017-2018	Hours Required: 120
	Overall UALR GPA: 0.000	Hours Applied: 0

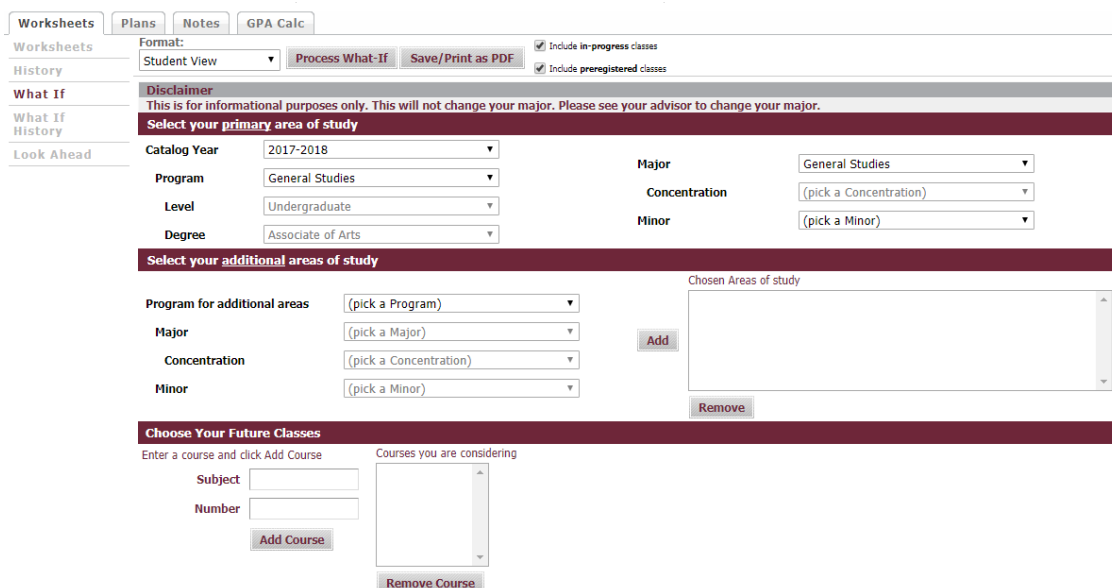
You have in-progress/completed 0 hours but still have a minimum of 120 more to apply to this degree. Consult with your advisor about the remaining required hours for this degree.

<input type="checkbox"/> Residency Requirement	Still Needed: You have in-progress/completed 0 hours at UALR but still need 30 more.
<input type="checkbox"/> Upper Level Requirement	Still Needed: You have in-progress/completed 0 upper level hours but still need 45 more.
<input type="checkbox"/> A minimum GPA of 2.0 is required	Still Needed: When your first term is graded, your overall GPA will be calculated. If your overall GPA falls below 2.0 it is important to see an advisor to make plans for raising your GPA.
<input type="checkbox"/> UALR Core	Still Needed: See UALR Core section
<input type="checkbox"/> Major Requirements	Still Needed: See Major in Political Science section

What-if

The **What If** functionality of Degree Works allows students and advisors the ability to view the Academic Audit using alternate selection criteria such as a different major, minor, concentration or alternate catalog year.

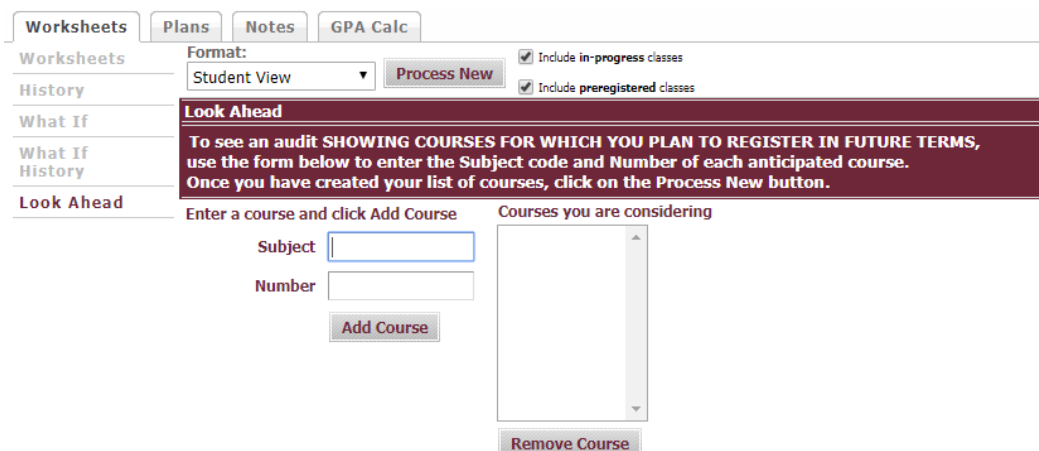
Click the "What If" tab under Worksheets and the following screen will display. From here various scenarios can be generated for a student to determine the requirements for a change in their area of study, catalog year, etc. This is for planning and informational purposes only.



The screenshot shows the 'What If' tab selected in the 'Worksheets' menu. The interface includes a sidebar with 'Worksheets', 'Plans', 'Notes', and 'GPA Calc'. The main area has a 'Format:' dropdown set to 'Student View' and buttons for 'Process What-If' and 'Save/Print as PDF'. There are checkboxes for 'Include in-progress classes' and 'Include preregistered classes'. A 'Disclaimer' states: 'This is for informational purposes only. This will not change your major. Please see your advisor to change your major.' Below this is a section titled 'Select your primary area of study' with dropdowns for 'Catalog Year' (2017-2018), 'Program' (General Studies), 'Level' (Undergraduate), 'Degree' (Associate of Arts), 'Major' (General Studies), 'Concentration' (pick a Concentration), and 'Minor' (pick a Minor). Another section, 'Select your additional areas of study', has dropdowns for 'Program for additional areas', 'Major', 'Concentration', and 'Minor', along with an 'Add' button and a 'Chosen Areas of study' list. The bottom section, 'Choose Your Future Classes', has input fields for 'Subject' and 'Number', an 'Add Course' button, and a 'Courses you are considering' list with a 'Remove Course' button.

Look Ahead

The **Look Ahead** feature of Degree Works allows students and advisors the ability to enter courses being considered and then view an Audit with those courses included to determine how the courses apply to the Degree Plan.



The screenshot shows the 'Look Ahead' tab selected in the 'Worksheets' menu. The interface is similar to the 'What If' tab, but the 'Format:' dropdown is set to 'Student View' and the 'Process New' button is visible. The 'Look Ahead' section has a message: 'To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.' Below this is the same 'Enter a course and click Add Course' form with 'Subject' and 'Number' input fields, an 'Add Course' button, and a 'Courses you are considering' list with a 'Remove Course' button.



Degree Progress Bar

The **Degree Progress Bar** displays an estimated progress for completion. This indicator is only an estimate and should not be used for advisement.



Plans

The Student Education Planner (SEP) is accessible from the Plans tab and allows an Advisor to build with the student a complete, concrete course plan that will lead to graduation. The SEP should be created at the first advising session and updated at each subsequent advising session to be most useful for the student and advisor.

Notes

The **Notes** feature allows Advisors to easily document their academic advising activities on a Student's Degree Audit record. Advisors can leverage predefined notes, enter free text or a combination of both. These **Notes** are available globally so be aware that everyone, including students, can see them.

Viewing and Adding Notes

To access the Notes section, click the **Notes** tab.

The screenshot shows the Degree Works interface with tabs for Worksheets, Plans, Notes, and GPA Calc. The Notes tab is selected. Below the tabs, there is a 'View Notes' button and an 'Add Note' button. A table titled 'View Notes' displays a list of notes with columns for Note Text, Created By, and Create Date.

Note Text	Created By	Create Date
Student was advised to register for the courses listed on the Planner.	Smith, Alveno	02/24/2017
Student and advisor discussed student's career plans.	Dobbins, Trakenya G	02/05/2017

Previous notes entered for the student will appear along with who created it and when.

Note: If a Note requires editing, submit the request to Records and Registration for processing.

To add a new Note, click the **Add Note** button.

As a starting point, you can choose from a list of predefined notes by clicking the drop down arrow and selecting a topic that was discussed.



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
- Advisor cleared student's advising hold/flag
- Student and advisor discussed remaining admissions requirements.
- Student and advisor discussed successful transition and acclimation to campus.
- Student and advisor discussed First Year Colloquium requirement.
- Student and advisor discussed College Preparatory (developmental/remedial) courses.
- Student and advisor discussed major options and career plans.
- Student and advisor discussed program admission requirements and deadlines.
- Student and advisor discussed time toward degree completion.
- Student and advisor discussed scholarship(s) eligibility/maintenance (Lottery, CLC, Donaldson).
- Student and advisor discussed academic concerns/due process.
- Student and advisor discussed work/life/school balance.
- Student and advisor discussed living concerns.
- Student and advisor discussed academic calendar and important dates.

The selected canned noted is added to the student's record.

Add New Note

Enter your note and click the Save Note button

Student and advisor discussed work/life/school balance.

Student and advisor discussed work/life/school balance.

Save Note Clear

Click **Save Note**.

To process the note entered for a student in real time, click the **Run New Audit** button.

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

Click the **Notes** tab to confirm the note was added. The text is displayed with the author and created date.

View Notes		
Note Text	Created By	Create Date
Student and advisor discussed work/life/school balance.	Smith, Alveno	03/02/2017
Student was advised to register for the courses listed on the Planner.	Smith, Alveno	02/24/2017
Student and advisor discussed student's career plans.	Dobbins, Trakenya G	02/05/2017

Freeform notes and canned notes can be added at the same time.

To add a freeform note, click the **Notes** tab.

Click in the **Notes** section to type a freeform a note.

Keep in mind everyone can see Notes entered, including Students.



Click **Save Note** when complete.

Click the **Run New Audit** button to add the **Note** and update the student's record in Degree Works.

GPA Calculators

Degree Works offers Advisors and Students the ability to project grade point averages for either graduation or a single term, as well as receive advice in achieving a desired grade point average based on the courses and goals in the audit record.

To access these calculators, click on the **GPA Calc** tab located on the landing page.



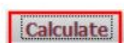
You'll have access to three types of **GPA Calculators**:

1. Graduation Calculator
2. Term Calculator
3. Advice Calculator

1. Graduation Calculator

This is the default calculator. The anticipated overall GPA is only an approximate value.

Current GPA	2.454
Hours Remaining	40
Hours Required	120
Desired GPA	2.7



The Grade Point Average calculator is only an estimate of your grade point average. Final GPA for semester and overall are displayed in BOSS within 24 hours after grades are due each semester.

The current GPA is displayed. Enter values in the remaining fields to calculate a GPA.

Click the **Calculate** button.

The required GPA for the remaining hours necessary to graduate is displayed. The calculation is based on the student's desired GPA upon graduation.



Current GPA	2.454
Hours Remaining	40
Hours Required	120
Desired GPA	2.7

You need to average a 3.191 over your final 40 Hours to graduate with your desired GPA.

Recalculate

To recalculate the GPA, click the **Recalculate** button.

2. Term Calculator

The Term Calculator allows advisors, staff members and/or students to calculate an end of term GPA based on the student's anticipated performance for the term. It takes course credits and grades as input and returns an end of term GPA based on those grades.

Note: If a student is repeating a course, the original course will remain in the GPA calculation until such time as it is excluded from the student record.

Graduation Calculator

Term Calculator

Advice Calculator

Click the **GPA Calc** button and then select **Term Calculator**.

Even though it appears grayed out, it is active.

Notice that the Current GPA, Credits Earned so far, and the student's current courses have been preloaded in the form. If no courses are currently listed, you may still use the calculator by entering the requested information.

	Hours	Grade
Acct2310	3	A [4.000]
Econ2310	3	A [4.000]
Class 3		A [4.000]
Class 4		B [3.000]
Class 5		C [2.000]
		D [1.000]
		F [0.000]

Enter the course(s), number of hours and anticipated grade from the dropdown list.

Click the **Calculate** button.

The GPA for the semester will be calculated and displayed as shown below. The GPA can be recalculated for other scenarios as needed by clicking the **Recalculate** button.

Current GPA	2.300
Hours Earned So Far	30

Class	Hours	Grade	Calculated GPA
Acct2310	3	A 4.000	2.500
Econ2310	3	B 3.000	

By achieving the grades listed here, your GPA at the end of the term will be 2.500

Recalculate

3. Advice Calculator



Degree Works

The Advice Calculator allows advisors, staff members and/or students to enter desired GPAs and return different combinations of grades that identify how a student can achieve that desired GPA.

Note: The **Advice Calculator** will use a maximum of 150 total credits when calculating options. Options that would exceed 150 credits are not shown.

Click the **GPA Calc** button and then select **Advice Calculator**. Even though it appears grayed out, it is active.

Notice that the current GPA and Credits Earned fields are automatically populated.

Current GPA	2.300
Hours Earned	30
Desired GPA	<input type="text"/>

Enter the desired GPA and click the **Calculate** button

Calculate

The results will display.

Current GPA	2.300
Hours Earned	30
Desired GPA	2.7

To achieve your desired GPA, you need one of the following:

10 Hours at 4.000 (A) grade average

41 Hours at 3.000 (B) grade average

Note: Results that would require you to take more than 150 Hours have been omitted.

Recalculate

Click the **Recalculate** button to run other scenarios as needed.

Petitions

A **Petition** is where the Advisor, who has been authorized by the Dean's office, will enter any requests for applicable adjustments to a student's requirements for graduation, previously known as IDAs.

Just like the previous system, Degree Audit, there are only four (4) types of petitions allowed in Degree Works:

1. Waive,
2. Satisfy,
3. Rearticulate, and
4. Other

Petitions are grouped according to their status. The status of **Petitions** can either be:

- Waiting for approval,
- Approved,



- Applied as exceptions, or
- Rejected.

By clicking the **Petitions Tab**, an Advisor can either **View, Add or Modify a Petition**.

Worksheets Plans Notes **Petitions** GPA Calc

The **View Petitions** page is displayed by default whenever the **Petitions** tab is selected. This will show all petitions that have been entered on the student's behalf.

View Petitions for Exceptions		
No Petitions Awaiting Approval		
Petitions Approved		
Description	Created By	Create Date
Satisfy ARST 2318 with ART 2413 from ASUBB.	McCord, Patricia J	03/01/2017
No Petitions Applied as Exceptions		
No Petitions Rejected		

Adding a Petition

To submit a new **Petition** to Records and Registration, click the **Add Petition** button.

<input type="checkbox"/> Bachelor of Fine Arts in Art		Catalog Year: 2015-2016	Hours Required: 72
		Major GPA: 3.428	Hours Applied: 42
Unmet conditions for this set of requirements: 30 Hours needed			
A grade of C or higher is required.			
Your major GPA is 3.428.			
<input type="checkbox"/> STUDIO PREREQUISITES			
<input checked="" type="checkbox"/> Basic Drawing	ARST 1310	Basic Drawing	TR 3 2015 Summer
	Satisfied by	ART1033 - Drawing I - Arkansas St Univ-Beebe	
<input checked="" type="checkbox"/> Two-Dimensional Design	ARST 1315	2D Design	TR 3 2015 Summer
	Satisfied by	ART1013 - Design I - Arkansas St Univ-Beebe	
<input checked="" type="checkbox"/> Figure Drawing	ARST 2310	Figure Drawing	TR 3 2015 Summer
	Satisfied by	ART1043 - Drawing II - Life Drawing - Arkansas St Univ-Beebe	
<input type="checkbox"/> Three-Dimensional Design	Still Needed: 1 Class in ARST 2315*		
<input checked="" type="checkbox"/> Computer Applications in Art	TRAN 2001	Transfer lower level	TR 3 2015 Summer
	Satisfied by	ART2413 - Graphic Design II - Arkansas St Univ-Beebe	
On: 03/01/2017		Substitution : Replace ARST 2318 with TRAN 2001	
<input type="checkbox"/> ART HISTORY FOUNDATION COURSES			

Displayed in the worksheet will be the status of satisfied courses along with courses that are **Still Needed** for the student to complete their Major. The example below indicates that the student has requested to replace the ARST 2318 course requirement with TRAN 2001.

This area is a freeform text field and must explain what **Petition Type** you are requesting and how that request needs to be applied for the student.

Once completed click the **Submit Petition** button.

If you need to modify the request, just click on the **Modify Petitions** tab.



View Petitions

Add Petition

Modify
Petitions

Add New Petition for Exception

Enter a description and click the Submit Petition button

Submit Petition

Please note: You can ONLY modify a petition that has been entered by you. You cannot delete another person's request.

Once a petition has been applied it will reflect in the **View Petitions** area.

Click **Process New** in the **Worksheet** in order for the student to have the ability to view it as well.

All petitions have a default status of "Waiting for Approval" when first created. All petitions are processed by Records and Registration.

Exceptions

The submitted Petition appears as an Exception in the student's record.

Note: The words used in processing Degree Works Exceptions are different than the words used in the previous Degree Audit IDA processing. The Degree Works wording will show in the worksheet. This was not the case in Degree Audit.

This is what the Petition looks like in the Student Worksheet.

Exceptions					
Type	Description	Date	Who	Block	Enforced
Remove Course / Change the Limit	Waive DANC 3360	03/01/2017	Records and Registration	RA000190	Yes

This is what the Exception looks like when it's been approved by the Records and Registration.

View Petitions for Exceptions

No Petitions Awaiting Approval

Petitions Approved

Description

Waive DANC 3360 based on dance competencies completed at ATU.

Created By

McCord, Patricia J

Create Date

03/01/2017

No Petitions Applied as Exceptions

A list of all Exceptions are displayed in the Student's record once approved or denied by Records and Administration.

Exceptions					
Type	Description	Date	Who	Block	Enforced
Remove Course / Change the Limit	Change to 3 Hours	10/20/2017	Records and Registration	RA000018	Yes
Apply Here	Apply TRAN 1001 here.	11/15/2017	Records and Registration	RA000018	Yes
Apply Here	Apply TRAN 1002 here.	11/15/2017	Records and Registration	RA000018	Yes
Apply Here	Apply RHET 3000 here.	12/04/2017	Records and Registration	RA000018	No
Apply Here	Apply RHET 3000 here.	12/04/2017	Records and Registration	RA000018	No
Substitution	Replace CORE RHT2 with RHET 3000	12/04/2017	Records and Registration	RA000018	Yes

Notes

Adjustments will be made for RHET, FINA, HUMA. Other adjustments should be visible on worksheet.

Entered by

Moody, Jennifer L

Date

10/20/2017