# Degree Works Reference Guide

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1. **Degree Works Basics**

**Overview**

Ellucian Degree Works™ is a comprehensive academic advising, transfer articulation, and degree audit solution that helps students and their advisors successfully negotiate our institution’s curriculum requirements.

Ellucian Degree Works captures invaluable aggregate information, providing senior administrators with important metrics for planning future term course offerings, streamlining processes for more efficient cost management, and keeping pace with new national and global higher education standards.

Degree Works is a web-based tool that helps students and academic advisors monitor a student’s progress toward degree completion. Degree Works compares Southern Illinois University’s official degree requirements with coursework completed. It provides an easy-to-read worksheet that shows students how courses they have taken at SIU or transferred count towards degree requirements. Degree Works also clearly identifies courses and requirements still needed to complete a degree.

All currently-enrolled undergraduate students who attend Southern Illinois University after Fall 2012 and who are using the 2012-2013 or a later undergraduate catalog to fulfill their degree requirements can use Degree Works to check their progress toward degree completion. All other students will be migrated to Degree Works with the help of their academic advisor.

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

- Determine academic requirements needed to fulfill for degree completion
- Identify courses needed to complete their degree included prerequisites or corequisites
- View individual course grades, cumulative GPA and major GPA
- View transfer credit hours earned
- Determine courses taken or transferred, and how courses may count toward degree or elective credit
- View how coursework could be applied toward another major, minor or concentration using the "What If" option
- Plan course registration for future semesters
- Estimate the number of semesters remaining for degree completion
- Create What-If audits to process speculative degree audits based on current class history
- Check their ‘Notes’ for special statements, critical courses to be taken in a specific semester, or to view academic progress
- Check the status or their application for degree

**Degree Works degree audits will be used as a resource to conduct official graduation analysis for students when they apply for graduation.**

**Important Note:** Degree Works is designed to aid and facilitate academic advising and to help students understand individualized degree audits. It does not replace face-to-face advising sessions.
Degree Works is not an official academic transcript or an official notification of completion of degree requirements.

## Application Features

<table>
<thead>
<tr>
<th><strong>Degree Works Checklists - available formats listed below</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student View</strong> (default)</td>
</tr>
<tr>
<td>Provides general information about the student's complete and incomplete requirements, in progress and pre-registered courses, grouped into logical sections/blocks.</td>
</tr>
<tr>
<td><strong>Registrar Report</strong></td>
</tr>
<tr>
<td>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 academic 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. Only users with certain access will be available to view this report.</td>
</tr>
<tr>
<td><strong>Registration Checklist</strong></td>
</tr>
<tr>
<td>Shows only the unfulfilled requirements that are &quot;Still Needed&quot; on the checklist. It does not provide any of the detailed explanations of requirements that may be found in the Student View.</td>
</tr>
<tr>
<td><strong>What-If</strong></td>
</tr>
<tr>
<td>Allows you to process speculative degree audits for a student using their current class history if a student wants to change their major.</td>
</tr>
<tr>
<td><strong>Look Ahead</strong></td>
</tr>
<tr>
<td>Allows the display of an audit which includes courses which are still to be taken.</td>
</tr>
<tr>
<td><strong>Class History Link</strong></td>
</tr>
<tr>
<td>Provides a listing of all of the courses taken by the student, with grades and credits, grouped by the term taken.</td>
</tr>
</tbody>
</table>

### Student Educational Planner (under development)

<table>
<thead>
<tr>
<th><strong>Student Educational Planner</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Students and academic advisors use the planner to create an academic plan.</td>
</tr>
</tbody>
</table>
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. Only users with certain access will be available to view this report. Protocols are in place to review templates along with yearly undergraduate catalogs.

Notes

Add/View Notes

Use the add function to enter predefined notes from dropdown about the student's audit. Use Pre-Defined Notes dropdown to begin note, then Save. This will be utilized during advising sessions. Notes are viewable by the student and for anyone with Degree Works access. *Notes cannot be deleted by the academic advisors once saved* – advisors will use the shared email to request a note be deleted.

Degree Works Basics FAQs

*Q: What is Degree Works?*

Southern Illinois University Carbondale is working hard to ensure students are successful in completing their degrees on time. Beginning August 1, 2016, degree-seeking students with an undergraduate catalog year 2012-2013 or later will have access to Degree Works, a comprehensive academic advising, transfer articulation and degree audit solution that aligns students, advisors and institutions to a common goal: **helping students graduate on time.** It is a degree audit program and academic advising tool designed to assist students and advisors in reviewing degree progress. Students with a catalog year prior to 2012-2013 will not be in Degree Works and may contact their academic advisor for assistance with their degree audit.

The Degree Works audit is UNOFFICIAL and does not take the place of regular academic advising. Students should discuss their progress toward degree completion with the academic advisor after reviewing their degree audit.

Students and academic advisors can use this system to track progress toward a degree or perform a "What-If" analysis prior to a student declaring a major or making a change to a major, minor and/or concentration offered at SIU.

*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.
- Determine which courses you have taken or transferred, and which courses count as electives based on major.
• View transfer credits and course substitutions/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 semesters it will take you to graduate.
• Learn the prerequisites and co-requisites for courses by clicking on the course numbers.

Q: Who will be able to use Degree Works?
Academic advisors, faculty and undergraduate students at all Southern Illinois University Carbondale campuses 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. Once Go Live, there will be a single sign on through Salukinet.
Undergraduate students and academic advisors will be able to use the platform as an advising tool to better follow the student’s progress and determine remaining degree requirements.

At Go Live in August 2016, Degree Works will be available to all degree-seeking undergraduate students. However only catalog years 2012-2013 and current will be scribed in Degree Works. Students with catalog years prior to 2012-2013 will consult with their academic advisor for their degree audit. Academic advisors, faculty, and selected staff will also have access for the purpose of supporting student progress through their academic career.

Q: How is Degree Works different from the degree audit program we already have (CAPP)?
Degree Works is an advising tool that will produce an easier to read and user-friendly degree audit that allows students and advisors information in selecting coursework and understanding degree requirements.

Q: What is the current degree audit program (CAAP) used at SIU?
CAPP (Curriculum, Advisement, and Program Planning) is the student information system (Banner) application that provides what we refer to as degree audit for students and advisors to check progress toward an academic goal (degree) against the program requirements. Program requirements that appear in the undergraduate catalog along with course definitions are used to guide the degree audit function as it applies to the individual student. You can run a degree audit against your academic record from SalukiNet.

Q: Is Degree Works the same as a transcript?
No. Degree Works is an unofficial audit of your coursework, as well as an outline of requirements still needed to complete your program of study.

Q: How is a degree evaluation different than a transcript?

A degree evaluation is a tool to provide students and academic advisors with academic information related to a student’s individual degree progress. It displays courses required and completed for a specific degree program. A student transcript is the official university record and provides a chronological list of courses completed and other academic information. Official transcripts must be requested from the Transcripts Office.

**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 semester are posted.
4. Any time changes are made to a record.
5. When a student is considering changing their major.
6. When a student wants to consider a minor.

**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. Third, student records are being updated at the end of each semester.

**Q: How does Degree Works handle repeated courses?**

Degree Works adheres to Southern Illinois University’s repeat policies 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 Fall through section.

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

Degree Works uses a student’s Catalog Year to determine the set of degree requirements to use when producing a degree audit. One may use a ‘What-If’ analysis to complete a review based on a different Catalog Year.

**Q: What is a Catalog Year?**

The Catalog Year determines which catalog/degree requirements students follow to obtain a degree.

**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. Please review university policies and timeframe regarding declaration of a major.
**Getting Started**

*Login and Initial Student Search:*

Go to oit.siu.edu/sis/ click on Degree Works or login to your Salukinet account and select Degree Works.

a. Select Degree Works, click **submit**.
b. After a couple of seconds, a new web page will open.

**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:

<table>
<thead>
<tr>
<th>Salukinet</th>
<th>Back to Salukinet</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAQ</td>
<td>Links to frequently asked questions pertaining to Degree Works</td>
</tr>
<tr>
<td>Help</td>
<td>Links to the Degree Works Help page</td>
</tr>
<tr>
<td>Print</td>
<td>Allows the user to print current page</td>
</tr>
<tr>
<td>Log Out</td>
<td>Logs user out of Degree Works</td>
</tr>
</tbody>
</table>

**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):

<table>
<thead>
<tr>
<th>Find</th>
<th>Unless student Banner ID is known, the find button will be used to search for students</th>
</tr>
</thead>
<tbody>
<tr>
<td>DawgTag (Student ID)</td>
<td>Here the user can enter a student's DawgTag and bring up their audit</td>
</tr>
<tr>
<td>Name</td>
<td>Student name will display here</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Degree</td>
<td>Current student’s degree will be displayed here. The drop down can be used to switch between primary and secondary degree’s</td>
</tr>
<tr>
<td>Major</td>
<td>Current student’s major will be displayed here</td>
</tr>
<tr>
<td>Level</td>
<td>Level of student will be displayed here (undergraduate only)</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>Campus</td>
<td>Displays the campus location of the student</td>
</tr>
<tr>
<td>Last Audit</td>
<td>Displays the last date an audit was performed for the current student within Degree Works</td>
</tr>
<tr>
<td>Last Refresh</td>
<td>Displays the last date and time the audit was refreshed from Banner system</td>
</tr>
</tbody>
</table>

**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.

**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.

**Bachelor of Arts or Science** - The name of this block may vary depending on undergraduate degree. 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 Requirement Blocks** – These blocks include University Core Curriculum (UCC) requirements. In these blocks, you will find all of the UCC classes that are required for degree. The top-right corner of each block will display Academic Year (Catalog Year) and the credits required to complete the block.

**Major Requirements** – This block will house all of the core major requirements for degree. If you have a concentration, this block will call the Concentration block to view the specific courses required. Displayed in the top-right corner will be your Catalog Year.
**Upper-Division Requirements** – Within this block will be all the required Upper-Division credits for degree. This section will display a “Still Needed:” message indicating how many credits are required to fulfill this block. As courses fall into this block, the “Still Needed:” message will adjust to represent remaining credits. A total of 42 upper-division credits from a four-year institution are required to meet graduation requirements.

**Fall through 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. A petition may be required to request a course to be reviewed to be considered to meet a different requirement.

**Insufficient** – This block will display all the courses that do not meet the minimum required grade for the major.

**In-Progress** – This block will be located directly above the legend. Within this block will be a list of all the courses that you are currently taking and also the courses you are preregistered for. The top-right corner of the block will display the total number of credits applied and classes applied for this block.

Note: Courses that appear in the Fall through, Insufficient, and Not Counted sections will not count towards your degree but are counted as total Credits Applied in the Degree Block and may still count in your GPA.

---

**To search for students within Degree Works:**

**Find Student(s)**

1. Click **Find**, which will take you to the **Find Students** search page.
2. **Single Student Search**
   To select a single student, enter the student’s DawgTag in the Student Banner ID field or enter the student’s first or last name in the Name fields.

   a. 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.

   b. Wild cards (@) can be used in any of these fields. Entering "@southern@" in the Last Name field will produce a list of all students whose last names contain the letters "SOUTHERN".

3. **Group Student Search**
   a. To search for a group of students, use one or multiple fields to build your search criteria:

   - Degree
   - Major
   - Academic Standing
b. Click 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.

c. 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.

d. 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 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.

**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 academic 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.
Worksheets

Information Options

<table>
<thead>
<tr>
<th>Format</th>
<th>This format drop-down box lists the different types of audits that are available to view. Format section describes different types</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>If you want to view a different type of audit select the option from the drop-down and then click the View button</td>
</tr>
<tr>
<td>Save as PDF</td>
<td>This button will allow you to either save or print the audit while retaining the formatting</td>
</tr>
<tr>
<td>Process New</td>
<td>This button will run a new audit and apply the information that was recently refreshed</td>
</tr>
<tr>
<td>In-progress / Preregistered Classes</td>
<td>These options are checked by default. Degree Works will include any courses in which the student is currently enrolled in as well as those for which they are pre-registered</td>
</tr>
<tr>
<td>Class History</td>
<td>Provides a listing of all of the courses taken by the student, with grades and credits, grouped by the term taken.</td>
</tr>
</tbody>
</table>

Format Types

The Student View is the default worksheet format type. It provides general information about the student's complete and incomplete requirements, grouped into logical sections or blocks.
Requirements

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 and classes applied. Like individual requirements, the block header will also contain a symbol stating the status of all requirements within the block.

University Core Curriculum Block

Major Block

Minor Block
Other Blocks

Additional blocks maybe displayed depending on the student's program.

Optional Blocks: These blocks may or may not display depending on if the student has courses that fall into these areas.

Fall through: Any course that does not fulfill a specific requirement will show up here. These hours count toward graduation, but are not used elsewhere. The only exception is prerequisites. For pre-requisites the requirement in the major/minor block will display as complete, but the course itself will slot here. This is a great place to look for areas the student could pick-up an additional minor, program, emphasis or concentration.

Insufficient: Courses in which a student does not earn the minimum required grade, WP, WF, or audited (AU) the course (rather than taking it for credit) display here.

In Progress: The courses the student is currently enrolled in are listed here, in one place, in addition to displaying where they fit throughout the audit.

Exceptions: Any exceptions granted to the student are referenced both where the exception is applied and here.
Notes: Anyone that has access to Degree Works can see the notes, including the student. Notes are helpful when the student is referred to another office, approved for transfer or study abroad coursework, or working with multiple advisors.

Legend
The legend contains all of the unique symbols that are important for interpreting the Degree Works audit. It appears at the bottom of a student’s degree audit.

Legend

- **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).

- **See Advisor Not fully met requirement** - A double tilde means the requirements are not fully met and students should contact their academic advisor for assistance.

- **Wildcard**– The “@” symbol in Degree Works acts 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 (ACCT @) this means any course number for that prefix can be used to fulfill the requirement. In this example the requirements could be fulfilled by ACCT 465, or by any 300 or 400 level CHE course.
**Course Links** – When a requirement has not yet been completed, the audit will display courses that are required to complete the requirement. These courses are also hyperlinks, that when clicked, will display catalog information about the course. Course numbers that are followed by an * indicate that the course contains prerequisites.

<table>
<thead>
<tr>
<th>Course Links</th>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>History of the English Language</td>
<td>ENGL 4660*</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internship in Secondary Schools</td>
<td>ENGL 3950*</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Complete</th>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>History of the English Language</td>
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<td>ENGL 3950*</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Pre-requisite**: Course numbers that are followed by an * indicate that the course contains prerequisites. Not all courses that have pre-requisite have an *. Please check the schedule of classes to see if pre-requisite exists.

1 Class in **CJ 3400**
1 Class in **SPE 3300**

**Course Links** – When a requirement has not yet been completed, the audit will display courses that are required to complete the requirement. These courses are also hyperlinks, that when clicked, will display catalog information about the course.

<table>
<thead>
<tr>
<th>Course Links</th>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>World Literature</td>
<td>ENGL 2040</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shakespeare I or II</td>
<td>ENGL 4630</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 light blue and the grade section for the course will display (IP).

**Minor Requirements**
Nearly Complete – This symbol will appear when all the course requirements have been met but there are additional requirements that have not. Example minimum grade, minimum GPA, etc...

( 3 Credits in [4510] ) or

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 (CHE @) this means any course number for that prefix can be used to fulfill the requirement.

Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Contact your academic advisor for assistance in interpreting this report or regarding your official degree/certificate completion status. 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 to obtain a copy of your official academic transcript. Order online at http://registrar.siu.edu/alumni/transcripts.html

This language will show at the bottom of most screens and is intended to counsel users of the limits of the information presented here and the sources that can provide official confirmation.

Advisor Notes

Overview
The Notes utility allows advisors and the Registrar’s Office to document academic advising and other notes on student records. These Notes are viewable by the student on their audit in the Notes section at the bottom of the Worksheet.

After a student submits their Application for Degree and their Graduation Analysis has been conducted, the Graduation Analyst will document the outcome and required documents in the students’ Notes.

Please be aware that notes entered in Degree Works are part of the student’s 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. Only predefined notes from the pull-down menu may be used.

Getting Started

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

2. Select one or more Notes from the Pre-defined notes

3. Click **Save Note**

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

1. Click on **View Notes** on the Notes Tab
Advisor Notes 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 advice 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?

Yes. Also, any academic advisor, 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. These advising notes are designed to be general in nature, and to record the basic content of an advising session. To ensure consistency, entries are limited to standardized selections from the drop-down menu. For detailed or particularly sensitive information, we recommend that you continue to keep written notes and store them in a secure location.

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

Academic advisors and staff from across campus were asked to share details about the topics covered during a typical advising session, as well as the types of information that they recorded afterward. These comments were consolidated and grouped into categories to form the current list. While we realize that these topics will not cover 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 the Degree Works email.

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.

What-If Audits

Overview

Students, who plan on changing their major, adding a minor, concentration, specialization, or certificate 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 Academic Year (Catalog Year), Major, Minor and Concentration, as well as add additional future classes to the audit scenario.

3. **Specializations are in the Major drop-down box.**

4. 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.

5. Once the new audit has been generated, you will notice that all of your selections will appear as if it were a real audit.

### What-If Audit

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.

![What-If Audit Diagram](image)

Select a combination of Level, Degree, Catalog Year, Majors, Minors, College, or Concentration.

- Proper combinations of above items will only produce a What-If Audit

- Note about catalog year: Banner and thus Degree Works will automatically select the catalog year the student first enrolled. If a student would prefer to complete his/her requirements under a more recent catalog, that is possible, but the declaration would need to be updated with the Dean’s Office.
Click **Process What-If** button to see the results

**Save as PDF**

Click **Save as PDF** button to save/print What-If Audit

- What-If Audits are not stored in the database. After they are run, the results can be saved or printed using the Save as PDF button. Navigating away from WhatIf screen the audit cannot be accessed again. It is possible to run another What-If Audit with the same parameters.

**What-If Audit Options**

- Include in-progress classes
- Include preregistered classes

The What-If Audit can include any courses in which the student is currently enrolled as well as those for which they are in-progress and/or pre-registered. To not have these classes displayed on the What-If Audit uncheck one or both of the boxes.

The What-If Audit can include unregistered classes the student plans to take in the future

Type in future **Subject** and **Number** and click **Add Course** button

- Multiple courses can be added
• Use **Find** button to search catalog for courses

![Process What-If button]

Click **Process What-If** button to see the results

![Remove Course button]

Click **Remove Course** button to remove unwanted courses from list

**Look Ahead**

*~Insert Screen Shot~*

The Look Ahead allows the audit to reflect unregistered classes the student plans to take in the future. As with the What-If, it is important to remember that these audits are not saved, but can be printed and run again. The Look Ahead function is available on both the What-If and on the Checklist tab.

Type in future **Subject** and **Number** and click **Add Course** button

• Multiple courses can be added

• Use **Find** button to search catalog for courses

![Add Course button]

Click **Process What-If** button to see the results

![Check boxes: Include in-progress classes and Include preregistered classes]

The What-If Audit can include any courses in which the student is currently enrolled as well as those for which they are in-progress and/or pre-registered. To not have these classes displayed on the What-If Audit uncheck the boxes.
Click Remove Course button to remove unwanted courses from list

**What-If Audits 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 is 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. A hyperlink to the listing of all academic advisors on campus is listed on the screen.

**Q: Where do I choose a Specialization?**

Certificates and Specializations are included in the drop-down box with Majors. You may only run a ‘What If’ audit on one at a time.

**Freezing Audit**

To freeze an audit and to recognize why it was frozen, enter a **Description** and choose the appropriate **Category** of audit from the pull down

Click **Save** button to save audit
### Degree Awarded
Audit is frozen when degree is awarded for historical purpose

### Frozen by Advisor
Audit is frozen by advisor to save or print

### Graduation Check
Audit is frozen by Registrar Office when reviewing for graduation satisfaction of requirements

- Please do this sparingly and only as needed—not every single time you access or process a new audit for an individual student. Otherwise, we could build up a lot of frozen audits on the server. The **Save as PDF** button mentioned above should be the primary way of saving an audit.

**Reviewing Frozen Audit**

Choose History from the left side menu to view frozen audit
Choose from the drop down list the preferred audit

<table>
<thead>
<tr>
<th>View</th>
<th>Choose from the drop down list the audit to be viewed and click <strong>View</strong> button</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete</td>
<td>Choose from the drop down list the audit to be deleted and click <strong>Delete</strong> button</td>
</tr>
<tr>
<td>Save as PDF</td>
<td>Choose from the drop down list the audit to be saved/printed and click <strong>Save as PDF</strong> button</td>
</tr>
</tbody>
</table>

**Direct Email**

Degree Works provides the capability to email a student and/or advisor directly from within the audit.

**Advisor emailing the student**

Emails are hyperlinked in Degree Works for both student and academic advisor. Click on the student's name and an outlook email pop up window will appear.

**SIUC Degree Audit Test**
<table>
<thead>
<tr>
<th>Student</th>
<th>Dawg, Brown</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>Business</td>
</tr>
<tr>
<td>SIUC GPA</td>
<td>0.000</td>
</tr>
<tr>
<td>DawgTag</td>
<td>850000000</td>
</tr>
<tr>
<td>Degree</td>
<td>Bachelor of Science</td>
</tr>
<tr>
<td>Transfer GPA</td>
<td>0.000</td>
</tr>
<tr>
<td>Catalog Year</td>
<td>2015-2016</td>
</tr>
<tr>
<td>Major</td>
<td>Accounting</td>
</tr>
<tr>
<td>Overall GPA</td>
<td>0.000</td>
</tr>
<tr>
<td>Level</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Specialization</td>
<td></td>
</tr>
<tr>
<td>Registration Hold</td>
<td></td>
</tr>
<tr>
<td>Classification</td>
<td>Freshman</td>
</tr>
<tr>
<td>Minor</td>
<td></td>
</tr>
<tr>
<td>Run #</td>
<td></td>
</tr>
<tr>
<td>Advisor</td>
<td>Ever, Best Advisor</td>
</tr>
<tr>
<td>Site Code</td>
<td>Confidential</td>
</tr>
<tr>
<td>Student emailing the advisor(s)</td>
<td></td>
</tr>
</tbody>
</table>

The student will click on the advisor's name and an outlook email pop up window will appear.
Student Educational Planner (under construction)

Overview
The Planner is a feature in Degree Works that will allow you to make a long-term plan for degree completion and verify that the courses you include on the plan will fulfill your advisees' degree requirements.

Getting Started

Developing a Plan – Freestyle
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

4. Choose Edit

5. Click button
6. Type in description of plan (required field)

![Description](image)

7. Choose Catalog Year

![Catalog Year](image)

8. Select term and Enter courses into plan

![Courses](image)

9. Click **Save Plan** button once all terms are completed.

10. Once a plan is saved, work completed before the first term in the plan is displayed at the bottom of the plan as “Classes Completed in Unplanned Terms” if completed in residency and “Transfer classes” if the work was completed at another institution.
11. Use the Load button to refresh the plan once it has been saved. This works in conjunction with the “Show Completed Courses” once the plan has been saved, it needs to be refreshed to see any course work taken before the plan started.

**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

   ![Templates](image)

   Click on **Search**

   2.

   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.)

   ![Add new template](image)

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

   ![Notes Mode Calendar Mode](image)

   Click **Load**

   5.

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

Developing a Plan – Using Templates
1. Select Add new plan

<table>
<thead>
<tr>
<th>Notes Mode</th>
<th>Edit</th>
<th>Load</th>
</tr>
</thead>
</table>

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

4. Choose Edit

5. Click Load a pre-defined plan

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

<table>
<thead>
<tr>
<th>Pre-defined Plan Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level</td>
</tr>
<tr>
<td>Degree</td>
</tr>
<tr>
<td>Major</td>
</tr>
<tr>
<td>Minor</td>
</tr>
<tr>
<td>Concentration</td>
</tr>
<tr>
<td>College</td>
</tr>
<tr>
<td>Program</td>
</tr>
<tr>
<td>Catalog Year</td>
</tr>
</tbody>
</table>

6. Click Load a pre-defined plan

7. 

Page 33 of 43
8. 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.

9. Select the plan

10. Click the 'Load into my plan' button.

11. Click once all terms are completed

12. Click button once all terms are completed
**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 Educational Planner**

<table>
<thead>
<tr>
<th>Student</th>
<th>Mountaineer, Yosef</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Term</td>
<td>2011 Summer1</td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Catalog Year</td>
<td>2009-2010</td>
</tr>
<tr>
<td>Last Modified</td>
<td></td>
</tr>
<tr>
<td>Active Plan</td>
<td></td>
</tr>
<tr>
<td>Locked</td>
<td></td>
</tr>
<tr>
<td>Load in a pre-defined plan</td>
<td></td>
</tr>
<tr>
<td><strong>Student</strong></td>
<td>Displays student’s name</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td><strong>Current Term</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Name for this student’s plan. The template plan name will default if templates are used. This is a required field.</td>
</tr>
<tr>
<td><strong>Catalog Year</strong></td>
<td>The academic year is the year the plan starts.</td>
</tr>
<tr>
<td><strong>Last Modified</strong></td>
<td>Displays the last date the plan was modified.</td>
</tr>
<tr>
<td><strong>Active Plan</strong></td>
<td>The student can have multiple plans but only one plan can be active at one time. Advisors will build one plan and modify it as the student advances in his/her academic career.</td>
</tr>
<tr>
<td><strong>Locked</strong></td>
<td>This will be used if the student needs to have more than one plan. The locked plan is locked by the advisor and once locked is not modifiable until unlocked by the advisor.</td>
</tr>
<tr>
<td><strong>Load in a predefined plan</strong></td>
<td>Pre-defined plans (templates) can be created and loaded student by student.</td>
</tr>
</tbody>
</table>

**Planner Toolbar**

| Save Plan | Reload Form | Save As... | Delete Plan |
| Process New | Check All Terms | Uncheck All |
Save Plan

Saves contents of plan, when the plan is saved, several checks are made on the data.

The errors must be fixed before the plan can be saved.

- 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

---

**Student Educational Planner 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?**
Absolutely not. 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 semester 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 to use the planner for “What-If” scenarios.

**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 academic 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.

**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 like will enroll. You can include a note in the notes section that states that you might take another course instead.

**Q: I want to take an Internship class offered in my major. I entered it on my plan, but it’s not being applied to the requirement for which I intend to use this course. What’s wrong?**
Topics courses require special coding each semester that they’re offered so Degree Works knows how to use them. We don’t have a way to enter this coding through the Planner. If you’re in this situation, we recommend that you place the course on your plan, and include a note about the area in which you intend to use it. Review this information with your academic advisor during your next meeting.

**Q: I plan to take an internship for 12 hours, but Degree Works is only giving me credit for one hour when I check my plan.**
This happens because internships, along with some special topics courses, are offered for variable credit. Variable credit means that the number of hours as course can be listed as varies from semester to semester, or from section to section. When a course that falls into this category is included in the Planner, Degree Works will always assign the lowest possible value to this course. We’ve submitted a request for this to be changed in upcoming editions of the product.

**Q: Who has access to the plans I create through the Planner?**
Academic advisors, student, as well as faculty members and administrators, who have access to Degree Works, will be able to access your plans.

**Q: Will my academic advisor make my plan for me?**
Yes. Academic advisors will make and lock plans to share them with students. Students can also make plans and share them with their academic 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.

**Q: How can I share my plan with my advisor to make sure that it’s correct?**
Your academic 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 students will need to print or save their plans as PDFs on their computer. Academic advisors will create and lock a plan and only the locked plan is shown and saved as active.

**Q: How often should I update my Planner?**
At a minimum, you should review your planner every semester before you meet with your academic advisor. You should also review 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 semester ends and your grades are placed on your records, you’ll no longer be able to update information for that semester. The information for that semester 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’s supposed to happen. Your worksheet shows you the courses you have already completed or are registered in. Your planned courses will only appear when you are in the Planner section of Degree Works, after you have generated a worksheet using the “Process New” button.

**Q: What should I do if I have suggestions for improving this feature?**
Share your ideas with your academic advisor or send an email to mydegree.siu.edu

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**Petitions**

**Overview**

Petitions are requests for a course substitutions or allowance of a particular course(s). The petitions function allows the advisor to make an electronic request to the Registrar’s Articulation & Evaluation staff to make a modification or adjustment directly to a student’s Degree Audit in Degree Works that would modify the requirements for degree completion. The petition will either be denied or approved. You will be able to see the decision made on the individual student record within Degree Works in the petitions tab. If the petition is approved, it will then be applied to the student record as an Exception. There are several different types of exceptions the two most often used will be the “Also Allow” and “Substitution”. When submitting your petition, we ask that you refer to one or the other. The Registrar’s Office will determine the best exception to be used.

**Key Points**

- Petitions can be made prior to the course being taken, when a course is in-progress or has already been completed

- All exceptions will be monitored by the Registrar’s Articulation & Evaluation staff 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.

• Exceptions differ from Degree Requirement Substitutions. Those are scribed directly into our Degree Works requirements. That is why we ask for Degree Requirement Substitutions to be very specific.

**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.

• 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 will always be that it was “Approved by Petition” and 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. There is a “note” field where details about the exception will be entered.

• Exceptions on rules are tied to the rule’s label. When a block is modified using Scribe the exception is placed on the correct rule as long as the original rule label can be found in the new block. Since qualifiers do not have labels, exceptions on qualifiers may become unhooked if the qualifier is changed and more than one of the type of qualifier is allowed (such as MinCredits). Exceptions on qualifiers that can only appear once (such as MinGPA, LastRes) should never become unhooked.

• Any questions about the petitions and exceptions process may be referred to Registrar’s Articulation & Evaluation staff at degeworks@siu.edu.

**Petition/Exception FAQs**

**Q: Why can’t I see the exception that I submitted through the petition tab?**

You may not see your exception for a couple of reasons:

1. The exception is entered into the student’s Degree Works record by the Registrar’s Articulation & Evaluation staff after the petition has been reviewed by those in
authority to approve the petition. It may be that it is still awaiting review for either approval or denial.

2. If you have previously submitted a course substitution form but it is not showing up on your audit, please email degreeworks@siu.edu and let the Articulation & Evaluation staff know.

**Q: Can I enter an Exception into Degree Works?**

No. A petition must be submitted through the petitions tab in Degree Works. The petition will be reviewed by the Director of UCC, Registrar, or Assistant Director of Academic Services. Articulation & Evaluation staff will enter the exception into Degree Works if it is approved. Advisors do not have the ability to enter an exception.

**Q: Can blanket curriculum changes be entered into Degree Works as Exceptions?**

No. The exception process is not for changes to curriculum. It is used strictly for course substitutions, waivers, or an exception to a rule within a block.

**Graduation Policies & Processes  - In Development**

**Overview**
The Degree Works degree audit will keep your advisees on the right track to graduation. You will be able to see their progress and watch as they get close to fulfilling their degree requirements and to graduating. We want to make the graduation process simple and beneficial to you and your advisee.

**Important Graduation Policy**
New policies and practices will be implemented as we review Degree Works.

**Repeated Courses**

**Overview**
In Development
**Best Practices**

**Overview**

Academic advisors will:

- Login and use Degree Works as the Degree Audit system to help maintain a student’s satisfactory academic progress towards degree completion.
- Assist the Registrar’s Office with yearly updates to major/minor templates; marking critical courses (e.g. milestone courses; courses taught a specific semester) and adding specific course notes to help students understand degree requirements and course sequence.
- Complete updated and locked Student Education Plans (SEP) for each of their advisees.
- Enter notes from the predefined notes list to track and monitor student progress.
- Help teach students how to utilize Degree Works as a tool for taking ownership and responsibility for their academic career.
Contact Us

Registrar’s Office – Degree Works

Please feel free to contact us if you have any questions, concerns, or need additional training:

Southern Illinois University Degree Works

Email: mydegree@siu.edu

Additional information and training material is available at:

myDegree.siu.edu