

## **Degree Works for Faculty and Staff**

### *Overview, Features, Training Materials, Instructions for Access and Best Practices*

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.

## **FEATURES**

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### **Plans**

The student plans feature allows students and advisors to create a long-term academic plan containing a list of recommended courses for the student to take and the sequence and term in which they are to be taken. An audit can be run against the plan to see if it will lead the student successfully to graduation.

### **Notes**

A notes feature allows advisors to use predefined notes to help track conversations with students and document any action that has been agreed upon. Notes may be viewed by all advisors, which will be helpful should the student decide to switch their program of study.

### **Course information**

Students and advisors are able click on a course still needed in their audit and a window will open listing the course description and sections of that course that are being offered in an upcoming semester. The student will be able to see the CRN for each section, open seats in real-time and the days and times the course is being offered.

## What if

The what if feature allows students to see how changing their major or minor will impact their progress to degree completion.

## GPA calculator

Three different GPA calculators are available in Degree Works: graduation, term and advice. The calculators will help students set realistic goals at the beginning of the semester, or provide a path for achieving honors, avoiding probation or meeting personal academic goals.

## Look ahead

The look ahead feature allows students to enter a list of classes and see where they might apply on the degree audit. It is a great tool to use as part of the registration process. Students can see how a course will be used before they actually register for it.

## Student Education Plans

The Degree Works plans feature allows advisors to create, view and save sequenced semester academic plans for students. Creating a plan for students will help them plan for registration and help lead them successfully to graduation.



# TRAINING MATERIALS



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Degree Works training materials including a Quick Start Guide, User Manuals with screen shots, and Plans User Guide may be found at: [mydegree.siu.edu](http://mydegree.siu.edu)

A general training handout is listed below:

- **How to LOGIN**
  - Go to [sis.siu.edu](http://sis.siu.edu) and click on Degree Works under Login Quicklinks or login to your Salukinet account and select the Degree Works link on the Welcome tab.
- **How to search for a student**
  - Type in DawgTag in student ID field or
  - Click on the FIND button
    - Search by name or Degree, Major, etc.
    - Choose up to three criteria and click search (only students who meet ALL criteria will be selected).
    - Click on the SEARCH button.
    - All checked students will load in Degree Works

- **How to email a student** – In audit view, click on student’s name
  
- **PROCESS NEW** – Use PROCESS NEW after entering an exception or a note.
  - These buttons will pull in the latest student data from Banner and run a new audit. Otherwise student data is refreshed automatically every morning and a new audit will automatically run.
  - If on-demand refresh button is pushed, you must also click on process new otherwise the audit will not reflect the new data that was pulled through.
  
- **DEGREE AUDIT**
  - **Student View – VIEW**
    - **Student Block** - Shows information about the students, including overall (cumulative) GPA from Banner, major, minor, concentration, academic standing, student attributes, holds, etc.
    - **Degree Block** – Shows all requirements for the degree; catalog year, credits applied, upper-level coursework, minimum requirements for graduation. The degree block also contains several university requirements in the header such as total credits, upper-level credits, and residency requirements.
    - **Blocks** – The degree evaluation presents requirements in areas called blocks. Each block represents a set of requirements:
      - **University Core Curriculum Block** – Shows UCC coursework
      - **Major Block** – Shows Major requirements
      - **Minor Block** – Shows Minor requirements (if student has minor(s))
      - **Concentration Block** – Shows Concentration requirements (if major has concentration)
      - **General Electives Block** - Shows coursework that is not applied to a specific area of the degree
      - **Insufficient Block** - Shows coursework with grades below the minimum required grade and withdrawn coursework
      - **In Progress Block** – Shows all currently enrolled coursework
      - **Not Counted Block** – Shows developmental coursework and courses not counted towards degree
      - **Registration Checklist** – View – Shows what is left to complete. Students can view this checklist
      - **Graduation Checklist** – View – Quick view of student progress. Students can view this checklist
  
    - Examples of symbols found throughout degree evaluation:
      -  Satisfied requirements: A green check will appear on the left
      -  In Progress requirements: A blue tilde will appear on the left – Courses for which the student is currently registered.

-  Not fully met requirement: A double tilde means the requirements are not fully met and students should contact their academic advisor for assistance.
  -  Unmet requirements: An empty checkbox will appear on the left. There will be a link approved courses that meet this requirement.
  - @ Wild Card: If the @ symbol appears with course numbers after it (e.g. @100:499), students may take any subject area with that level. If @ appears after a subject prefix (e.g. ACCT @), it means a student can take any course with that subject prefix (prerequisites must be met). If @ appears after a subject prefix and a number (e.g. ACCT 3@), it means students can take any course with that subject prefix at that level (prerequisites must be met).
  - Courses that may be used to satisfy a particular requirement will be listed
  - Each requirement is hyperlinked to the course description and current offerings available for registration
- **WHAT IF audit** – Shows how current coursework will apply if student decides to change program. This does not affect the student’s status in Banner; students must submit a Change of Major/Minor form to officially change, major, minor.
  - **LOOK AHEAD audit** – Allows student to add specific courses to see how they will affect the current program. Does not register students for classes.
  - **Performing an Audit**
    - Student DawgTag known:
      - If the DawgTag is already known, it can be entered in the “Student ID” box.
      - Once entered, press “Enter” key and the audit will be generated.
    - Student DawgTag unknown:
      - If the DawgTag is unknown or if you are searching for a group of students based on certain criteria the “Find” button will be used.
      - You can search by DawgTag, first and/or last name, as well as using the provided filters.
      - Clicking “Search” will generate all students, and you can use the checkboxes to select specific students or use the “Check All” button to select all students.
      - Click “OK” and the audit will be generated for first students in the results.
  - **Using Audit**
    - To switch between students from a filtered list you can use the arrows, or drop down box at the name field at the top of the audit.

- To ensure that you are viewing the most current information for each student it is important to click the “Process New” button to refresh that student’s information.
- **Save as PDF** – May be saved to PC or printed (not saved on server)
- **Notes** – Tab or Icon – advisor may post predefined notes to be included with the student audit. Once you have completed the note, click “Save Note”. Notes are viewable by the student. Notes cannot be deleted by the academic advisors once saved – a request must be made to [degreeworks.siu.edu](http://degreeworks.siu.edu) to request a note be deleted.
- **Class History** – Shows all courses taken ~ not an official transcript
- **GPA Calculator** – Allows students to determine how many hours/what grades are needed to reach a specific GPA. Does not factor in excluded grades per the repeat policy.
- **EXCEPTIONS and WAIVERS**– Will be processed by Registrar’s Office – Articulations and Evaluations and if approved will be entered into Degree Works. Exceptions such as substitutions and waivers will appear in blue text once they have been posted by Articulations and Evaluations staff. They are also listed in the “Exceptions” block at the bottom of the evaluation. Additional training will be available.
- **FAQs** – Available on [mydegree.siu.edu](http://mydegree.siu.edu)
- **Degree Works Email** – send all questions, suggestions and issues to [degreeworks@siu.edu](mailto:degreeworks@siu.edu) (not for student use, for academic advisors, faculty and departmental/college use only)

## ACCESS

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To request access to Degree Works you will request access through SIU’s [Security Request System](#). The Security Request Form may also be found at: [sis.siu.edu](http://sis.siu.edu). Prerequisite training is required and can be found on the eLearning site on the SIS webpage ([Degree Works Navigation and Overview](#)). Once this training is reviewed, please click on the Wrap It Up link found on the eLearning site to notify IT training has been complete.

1. Go to eLearning and select Degree Works ([http://oit.siu.edu/sis/elearning/elearning\\_degreworks.php](http://oit.siu.edu/sis/elearning/elearning_degreworks.php)).
2. Open Module 1 (just a PDF).
3. Read it.
4. Back on the eLearning page, click “WRAP IT UP!”
5. Go to the Security Request System (<https://sisweb.eis.siu.edu/sis/udcsrs/>)
6. Login.
7. Select Degree Works and the role.
8. Click “I agree to the above terms and conditions”.
9. Click the “Enter” button.

Also additional training manuals links are available on [mydegree.siu.edu](http://mydegree.siu.edu).

Once security access has been granted you will be able to access Degree Works by selecting Degree Works on the Welcome tab in [Salukinet](http://Salukinet), or linking to the platform from the [sis.siu.edu](http://sis.siu.edu) (Student Information Systems) webpage.

Degree Works is available for undergraduate students beginning with the 2012-13 catalog year. Degree Works is designed to aid and facilitate academic advising ~ it is not intended to replace academic advising sessions.

## BENEFITS

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- Uses checklists to easily monitor a student's progress
- Provides a clear picture of SIU degree requirements to help students navigate the most effective path to graduation
- Helps students plan their class schedules by showing what courses and requirements are still needed

## DEGREE WORKS BEST PRACTICES & PROTOCOLS

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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.