

LA SIERRA UNIVERSITY

DEGREEWORKS TRAINING MANUAL

La Sierra UNIVERSITY

Back to Self-Service | Portal | FAQ | Help | Print | Exception Management | Change Password | Log Out

Find Student ID | Name | Degree | Major | Level | Student Class Level | Last Audit | Last Refresh

Worksheets | Planner | Notes | Petitions | Exceptions | GPA Calc | Admin

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

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Done

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INTRODUCTION

WHAT IS DEGREEWORKS

DegreeWorks is a web based tool to help students and advisors monitor student's progress toward degree completion. DegreeWorks combines La Sierra University's degree requirements and the coursework the student has completed with easy-to-read worksheet that helps you see how courses that they have completed count toward degree requirements. Additionally, it helps you see what courses and requirements they still need to complete.

When using DegreeWorks, advisors and students will be able to:

- Learn the academic requirements for their degree program(s)
- See how all completed courses apply to degree requirements
- Identify courses needed to complete their degree(s)
- View their grades and academic standing
- View their cumulative grade-point-average (GPA)
- Calculate a GPA based on their performance for the term
- Calculate the grade combination(s) needed to achieve a goal GPA
- Plan for registration in future quarters
- Use the *What-If* function to process speculative degree audits based on current class history
- And more!

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

Please use this guide to facilitate your exploration of DegreeWorks!

DEGREEWORKS FUNCTIONALITY SUMMARY

Degree Audit Formats	
Student View (default)	Provides general information about the student's complete and incomplete requirements, as well as in-progress courses, all grouped into logical sections/blocks.
Registrar Report	Use by the Registrar's Office.
Registration Checklist	Shows only the unfulfilled requirements that are "Still Needed" on the checklist.
Graduation Checklist	Used by the Registrar's Office.
Student Data Report	Used by the Registrar's Office.
What-If	Allows you to process speculative degree audits for a student using their current class history if a student wants to change their major.
Look Ahead	Allows the display of an audit which includes courses which are still to be taken.
Class History Link	Provides a listing of all of the courses taken by the student, with grades and credits, grouped by the term taken.

Planner	
Student Educational Planner	Students and advisors use the planner to create an academic plan.

Notes	
Add/View Notes	Use the add function to enter any notes about the student's audit. This will be utilized during advising sessions. Notes <i>cannot</i> be modified after being submitted. Students will be able to view any notes added to their audit.

GPA Calculator	
Graduation Calculator	Use the graduation calculator to determine the average grade required to reach a desired GPA.
Term Calculator	Use the term calculator to determine the term GPA based on courses and anticipated grades.
Advise Calculator	Use Advise Calculator to determine the grade and number of credits still required to reach the desired GPA.

ACCESS TO DEGREEWORKS

SINGLE SIGN-ON

Access to DegreeWorks is through Faculty Self-Service. Click **Student Information Menu** then **DegreeWorks**. Select a Term and enter a Student ID number.



A screenshot of a menu with the following items:

- View Test Scores**
- View Holds**
- Concise Student Schedule**
- Student Week at a Glance**
- Degree Works** (highlighted with a blue bar)
- Degree Works

TOOLBARS

NAVIGATION TOOLBAR



Back to Self Service	Link to Self-Service account
Transcript	Link to the unofficial transcript through Self-Service
FAQ	Links to frequently asked questions pertaining to DegreeWorks
Help	Link to the DegreeWorks help page
Print	Allows the user to print current page
Log Out	Logs user out of DegreeWorks

AUDIT TOOLBAR

The screenshot shows a toolbar with the following elements from left to right: a 'Find' button with a magnifying glass icon, a 'Student ID' text input field, a 'Name' dropdown menu, a 'Degree' dropdown menu, a 'Major' text input field, a 'Level' text input field, a 'Campus' text input field, a 'Last Audit' text input field, a 'Last Refresh' text input field, and a circular refresh button with a circular arrow icon.

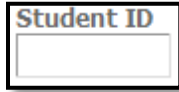
Find	Unless student Banner ID is known, the find button will be used to search for students. Students cannot use the Find function.
Student ID	Here the user can enter a student's Banner ID and bring up their audit.
Name	Student name will display here.
Degree	Current student's degree will be displayed here. The drop down can be used to switch between primary and secondary degrees.
Major	Current student's major will be displayed here.
Level	Level of student will be displayed here (Undergraduate or Graduate).
Student Class Level	Displays the student current academic level (i.e. Junior, Senior).
Last Audit	Displays the last date an audit was performed for the current student within DegreeWorks.
Last Refresh	Displays the last date and time the audit was refreshed from Banner system.
Refresh Button	This button will refresh the current student's information from banner immediately. Student data is automatically refreshed nightly by the system. If there have been changes made to the student's information between the night before and when you are viewing their audit, you may refresh the data from banner. You must also click the Process New audit button to see changes reflected into the audit.

SELECTING STUDENTS

KNOWN STUDENT ID

If you know the student Banner ID, type the Banner ID in the **Student ID** field and press enter.

Students can only view their own audit; they **do not** have the ability to enter ID numbers.



FIND STUDENT(S)

If you do not know the student's Banner ID, click **Find**, which will take you to the **Find Students** search page.



Find Students search page

The screenshot shows a web application interface for finding students. At the top left is a "Find" icon and the title "Find Students". Below this are three input fields for "Student ID", "First Name", and "Last Name". To the right of these fields are three dropdown menus: "Sport" (No Sport selected), "Graduation Status" (No Graduation Status selected), and "Student Attribute" (No Attribute selected). Below these are three more dropdown menus: "Degree" (All Degree Codes), "Level" (All Level Codes), and "Student Class Level" (All Student Class Level Codes). In the center, there are three more dropdown menus: "Major" (All Major Codes), "Minor" (All Minor Codes), and "College" (All College Codes). Below these is a "Student Type" dropdown menu (All Student Type Codes). A "Chosen Repeatable Search Criteria" section contains a text area and a "Remove" button. At the bottom left are "Search" and "Clear" buttons. A blue banner at the bottom of the form contains the text "Student Search: Enter your criteria and click 'Search' to find students." Below this banner is a table with the following columns: "Student ID", "Name", "Degree", "Major", "Level", and "Student Class Level". The table is currently empty. At the bottom of the page are "OK", "Cancel", "Check All", and "Uncheck All" buttons.

SINGLE STUDENT SEARCH

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

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

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

GROUP STUDENT SEARCH

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

Degree	Major	Sport
Level	Minor	Graduation Status
Student Class Level	College	Student Attribute
	Student Type	

Click **Search** to execute the search.

<input type="button" value="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.

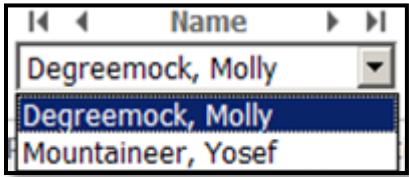
<p>There are serious performance ramifications inherent in searching and loading more records into this page than the University has allowed. We have only allowed that a maximum of 200 be loaded and your search has resulted in finding over that number (2371). We will, of course, load these 200 records but recommend narrowing your search and trying again.</p> <p><input type="checkbox"/> Prevent this page from creating additional dialogs</p> <p style="text-align: right;"><input type="button" value="OK"/></p>

Student ID	Name	Degree	Major	Level
------------	------	--------	-------	-------

- 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.
- You can remove or alter the list of students from the selection list by un-checking the checkboxes to the left of the students.



Click **OK** to close the search window and load the list of students into DegreeWorks.



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.

WORKSHEETS

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Back to Self-Service | Portal | FAQ | Help | Print | Exception Management | Change Password | Log Out

Find Student ID: [] Name: Felder, Anthony Tyrone Degree: 76 Major: Social Work Level: N Student Class Level: Senior Last Audit: Today Last Refresh: Today at 4:07 am

Worksheets | Planner | Notes | Petitions | Exceptions | GPA Calc | Admin

Worksheets > Format: Student View [] View Save as PDF Process New Include in-progress classes Include preregistered classes [Class History](#)

History: [] (not frozen) Save Save this audit with this new description and freeze status

La Sierra University DWPPRD Environment

Student View AA005982 as of 06/08/2012 at 07:50

Student	Felder, Anthony Tyrone	Level	Undergraduate
ID	932167	Degree	Bachelor of Social Work
Classification	Senior	College	College of Arts and Sciences
Advisors	Engevik, Carrie F Warner, Laurelle C	Major	Social Work
Overall GPA	3.330	Minor	
Holds	View Hold	Graduation Status	

Degree Progress

Requirements 62%

INFORMATION OPTIONS

Format: Student View ▾	View	Save as PDF	Process New	<input checked="" type="checkbox"/> Include in-progress classes	<input checked="" type="checkbox"/> Include preregistered classes	Class History
---------------------------	-------------	--------------------	--------------------	---	---	-------------------------------

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

FORMAT TYPES

STUDENT VIEW

The screenshot displays the La Sierra University student portal interface. At the top, there is a navigation menu with options like 'Back to Self-Service', 'Portal', 'FAQ', 'Help', 'Print', 'Exception Management', 'Change Password', and 'Log Out'. Below this, there are search fields for 'Student ID' (917245), 'Name' (Amezcu, Ricardo), 'Degree' (5), 'Major' (Biology: Biomedical Scier), 'Level' (N), and 'Student Class Level' (Senior). There are also fields for 'Last Audit' (05/17/2012) and 'Last Refresh' (05/14/2012 at 3:27 pm).

The main content area is titled 'La Sierra University DWPPRD Environment' and shows a 'Student View' for student AA003930 as of 05/17/2012 at 09:37. A table provides student details:

Student	Amezcu, Ricardo	Level	Undergraduate
ID	917245	Degree	Bachelor of Science
Classification	Senior	College	College of Arts and Sciences
Advisors	Joseph, Eugene E Douglas, Cynthia C	Major	Biology: Biomedical Science
Overall GPA	2.460	Minor	

Below the table is a 'Degree Progress' bar showing 'Requirements' at 87%. A legend defines the status icons: Complete (checked box), Currently Registered (envelope icon), REG Currently Registered (REG text), Prerequisite Needed (star icon), Not Complete (unchecked box), Nearly complete - see advisor (envelope icon), and Any Discipline/Course Number (@ symbol).

The bottom section shows 'Degree in Bachelor of Science' with 'Academic Year: 2011 - 2012', 'Units Required: 190', 'GPA: 2.450', and 'Units Applied: 181'. It also lists unmet conditions: '190 units are required. You currently have 181, you still need 9 more units.' The requirements table is as follows:

<input type="checkbox"/> Foundational Studies Requirements	Still Needed: See Foundational Studies section
<input type="checkbox"/> General Studies Requirements	Still Needed: See General Studies section
<input checked="" type="checkbox"/> Service Learning Requirements	

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 called blocks.

REGISTRAR REPORT (ADVISORS MAY NOT HAVE ACCESS TO THIS VIEW)

The screenshot displays the Registrar Report for student Anthony Tyrone Felder (Student ID: 932167) pursuing a Social Work degree. The interface includes navigation tabs like 'Worksheets', 'Planner', and 'Registrar Report'. The main content area shows a summary of requirements and their status:

Requirement Category	Status	Details / Action
Foundational Studies Requirements	Met	Requirement: 1 Block (OTHER = FNDDCS)
General Studies Requirements	Not Met	Still Needed: See General Studies DCS (Access) section
Service Learning Requirements	Not Met	Still Needed: See Service Learning section
Major Requirements	Not Met	Still Needed: See Major in Social Work section
Cognate Requirements	Met	Requirement: 1 Block (OTHER = COGN)
Elective Requirements	Met	Requirement: 1 Block (OTHER = ELEC)
Senior Contract Requirement	Not Met	Still Needed: APPLICATION FOR GRADUATION must be submitted 3 quarters prior to expected graduation term. Contact Office of the Registrar for more information.

Unmet conditions summary: A minimum of 60 Upper Division units required. You have taken 17 and need 43 more units. GPA: 3.240, Units Applied: 157, Units Required: 190.

The **Registrar Report** format will be used predominately by the Registrar's Office. This format contains the same information as the Student View with additional detail from Scribe, DegreeWorks' coding tool. This report 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.

GRADUATION CHECKLIST (ADVISORS MAY NOT HAVE ACCESS TO THIS VIEW)

The screenshot displays the La Sierra University Graduation Checklist for student Anthony Tyrone Felder. The interface includes a navigation menu and a search bar. The main content area shows the checklist for a 'Degree in Social Work' for the academic year 2011-2012. The checklist is organized into sections: 'What If' (Foundational Studies, General Studies, Service Learning, Major Requirements), 'Look Ahead' (Cognate, Elective, Senior Contract), 'Athletic Eligibility' (Blocks included, Foundational Studies DCS, General Studies DCS, Service Learning, Major in Social Work, Cognates, Electives), and 'Foundational Studies DCS (Access)'. Each requirement is marked as either 'filled' (checked) or 'unfilled' (unchecked). The checklist also shows 'Units Required: 190' and 'Units Applied: 157' for the degree, and 'Units Required: 23' and 'Units Applied: 33' for the Foundational Studies DCS (Access) section.

The **Graduation Checklist** format displays the same filled and unfilled requirements as the student view without displaying the grades, credits, or terms.

REGISTRATION CHECKLIST

La Sierra UNIVERSITY

Back to Self-Service | Portal | FAQ | Help | Print | Exception Management | Change Password | Log Out

Find Student ID: 932167 | Name: Felder, Anthony Tyrone | Degree: 76 | Major: Social Work | Level: N | Student Class Level: Senior | Last Audit: Today | Last Refresh: Today at 4:07 am

Worksheets | Planner | Notes | Petitions | Exceptions | GPA Calc | Admin

Worksheets | Format: | Registration Checklist | View | Save as PDF | Process New | Include in-progress classes | Include preregistered classes | Class History

History

Degree in Social Work Catalog Year: 2011 - 2012

Still Needed: See General Studies DCS (Access) section

What If

Still Needed: See Service Learning section

Still Needed: See Major in Social Work section

Look Ahead

Still Needed: APPLICATION FOR GRADUATION must be submitted 3 quarters prior to expected graduation term. Contact Office of the Registrar for more information.

Financial Aid

Foundational Studies DCS (Access)

Aid History

Still Needed: 1 Class in SOWK 317*

Still Needed:

(See Bulletin for World Language Courses) or

(1 Class in SPAN 198)

Athletic Eligibility

Athletic Eligibility History

General Studies DCS (Access)

Still Needed: See bulletin for list of Humanities courses

Still Needed: 1 Class in UNST 404@

Service Learning

Still Needed: Second Service Learning course

Major in Social Work Catalog Year: 2011 - 2012 Units Required: 75

Still Needed: 1 Class in SOWK 314*

Still Needed: 1 Class in SOWK 315*

Still Needed: 1 Class in SOWK 316*

GPA: 3.63 **Units Applied:** 36

The **Registration Checklist format** shows only the unfulfilled requirements from the student's audit. It does not provide any of the detailed explanations of requirements that may be found in the Student View.

STUDENT DATA REPORT (ADVISORS MAY NOT HAVE ACCESS TO THIS VIEW)

The screenshot shows the DegreeWorks Student Data Report for student Anthony Tyrone Felder (ID: 932167). The interface includes a navigation menu at the top with options like 'Back to Self-Service', 'Portal', 'FAQ', 'Help', 'Print', 'Exception Management', 'Change Password', and 'Log Out'. Below this is a search and filter section with fields for Student ID, Name, Degree, Major, Level, Student Class Level, Last Audit, and Last Refresh. The main content area is titled 'DegreeWorks Student Data' and contains several data tables:

- Primary-Mst**: Student information including Name (Felder, Anthony Tyrone), Degree (76), Major (Social Work), Level (N), and Student Class Level (Senior).
- Student-Mst**: Student details including ID, Term, TrCredits, TrDegree, HsEts, HsGpa, HsGradDate, UserDef1-10, CreateDate, and CreateWho.
- Goal-Dtl**: Academic goals including ID, School, Degree, Degree Source, CatalogYr, StuLevel, and Term.
- GoalData-Dtl**: Detailed goal information including ID, School, Degree, CatalogYr, GoalCode, GoalValue, GoalSeq, AttachCode, and AttachValue.
- Term-Dtl**: Term-level statistics including Term, School, DegInterest, TrmHonor, Probation, TimeCode, CumTotEarn, CumTrEarn, CumCrEarn, CumGrAtt, CumGrPts, CumGpa, UserDef1-6, UserGpa1-2, and UserCredit1-2.
- Class-Dtl**: Course performance data including Course, Term, Id, Discipline, CourseNumber, CourseTitle, Audit, Insufficient, Inprogress, Withdraw, Incomplete, PassFlag, PassFail, FinalGrade, FinalGrNum, Credits, CreditsEarn, GpaCredits, and GradePoint.

The **Student Data Report** displays all the data that has been imported from Banner into DegreeWorks. This view may not be of any particular use to advisors as it displays raw information on the student as stored in the database.

STUDENT HEADER INFORMATION

The Student Header Information displays a customized view of a student's program of study.

Student View AA005879 as of 06/07/2012 at 10:41			
Student	Felder, Anthony Tyrone	Level	Undergraduate
ID	932167	Degree	Bachelor of Social Work
Classification	Senior	College	College of Arts and Sciences
Advisors	Engevik, Carrie F Warner, Laurelle C	Major	Social Work
Overall GPA	3.330	Minor	
Holds	View Hold	Graduation Status	

Student	Displays student's full name. Provides the ability to email student directly. See Direct Email section below.
ID	Displays student's Banner ID.
Classification	Displays student's class level (Freshman, Senior, Graduate, etc).
Advisor(s)	Displays all students' advisor(s). Provides the ability to email advisor directly. See Direct Email section below.
Overall GPA	Displays student's cumulative GPA extracted from Banner. This is not the institutional GPA. Institutional GPA is not used in DegreeWorks.

<p> Holds</p>	<p> Displays if a student has a registration hold. Will be left blank if no holds exist.</p>
<p> Level</p>	<p> Displays student’s level of study (Graduate, Undergraduate).</p>
<p> Degree</p>	<p> Displays student’s current Degree.</p>
<p> College</p>	<p> Displays the school in which student’s current major is linked.</p>
<p> Major</p>	<p> Displays student’s major. This section will display multiple majors only if they are under the same degree.</p>
<p> Minor</p>	<p> Displays student’s minor(s).</p>
<p> Graduation Status</p>	<p> Displays student’s current graduation status as reflected in Banner. This field is used mainly in the Registrar’s Office once a Senior Contract has been reviewed.</p>

DIRECT EMAIL

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

Student View AA005914 as of 06/07/2012 at 12:40	
Student	Reynolds, Angela Cheree
ID	901203
Classification	Senior
Advisor	Mallery, Paul M
Overall GPA	3.940
Holds	View Hold

Click on the name of the student or advisor in the header and an outlook email pop up window will appear.

Send	From	Google Apps - afelder@lasierra.edu
	To	cegevik@lasierra.edu
	Cc	afelder@lasierra.edu
	Subject	Advising Worksheet question
<p>I have a question about my worksheet.</p>		

REQUIREMENTS

Each section in a DegreeWorks audit is called a **“Block”**. The requirements for a student’s degree are housed in different blocks. When all blocks are completed and the student’s audit has been reviewed by an evaluator, their degree can be awarded in Banner.

Each block will contain header a section with the block’s title and specific course information for that block, such as units applied and classes applied. Like individual requirements, the block header will also contain a symbol stating the status of all requirements within the block.

Any block that still has unfulfilled requirements will be displayed has a hyperlink that will transport you to that section of the audit when clicked.

DEGREE

Degree in Social Work		Academic Year: 2011 - 2012	Units Required: 190
		GPA: 3.240	Units Applied: 157
Unmet conditions for this set of requirements:		190 units are required. You currently have 157, you still need 33 more units. A minimum of 60 Upper Division units required. You have taken 17 and need 43 more units.	
<input type="checkbox"/> Foundational Studies Requirements	Still Needed: See Foundational Studies DCS (Access) section		
<input type="checkbox"/> General Studies Requirements	Still Needed: See General Studies DCS (Access) section		
<input type="checkbox"/> Service Learning Requirements	Still Needed: See Service Learning section		
<input type="checkbox"/> Major Requirements	Still Needed: See Major in Social Work section		
<input type="checkbox"/> Cognate Requirements	Still Needed: See Cognates section		
<input checked="" type="checkbox"/> Elective Requirements			
<input type="checkbox"/> Senior Contract Requirement	Still Needed: APPLICATION FOR GRADUATION must be submitted 3 quarters prior to expected graduation term. Contact Office of the Registrar for more information.		

FOUNDATIONAL STUDIES

Foundational Studies		Academic Year: 2005 - 2006	Units Required: 19
			Units Applied: 26
<input checked="" type="checkbox"/> GROUP 1: FIRST YEAR SEMINAR			
<input checked="" type="checkbox"/> Orientation Seminar	UNST 101	ORIENTATION SEMINAR	A 1 Fall 2002
<input checked="" type="checkbox"/> GROUP 2A: FRESHMAN RHETORIC			
<input checked="" type="checkbox"/> College Writing	ENGL 111	FRESHMAN ENGLISH	A 3 Fall 2002
	ENGL 112	FRESHMAN ENGLISH	A 3 Winter 2003
	ENGL 113	FRESHMAN ENGLISH	A 3 Spring 2003
<input checked="" type="checkbox"/> GROUP 3: MATHEMATICS			
	MATH 251	INTRO TO STATISTICS I	A 4 Fall 2003
<input checked="" type="checkbox"/> GROUP 4: WORLD LANGUAGES			
Please see advisor for additional World Language options including equivalency exams, ACA, and biblical languages.			
<input checked="" type="checkbox"/> World Language Courses			
<input checked="" type="checkbox"/> Beginning German	GRMN 151	MULTIMEDIA LANGUAGE LAB I	A 2 Winter 2005
	GRMN 102	GERMAN II	A 4 Winter 2005
	GRMN 103	ELEMENTARY GERMAN	A 4 Spring 2005
<input checked="" type="checkbox"/> GROUP 5: HEALTH AND FITNESS			
	PEAC 120	PE ACT-LIFETIME FITNESS	A 2 Winter 2003

GENERAL STUDIES

General Studies		Academic Year: 2005 - 2006			Units Required: 44
Units Applied: 57					
THEME I: IDENTITY, CITIZEN, SOCIAL, & GLOBAL					
<input checked="" type="checkbox"/> Theme I-A and I-B: Humans/Global Citizens	PSYC 488E	SEMINAR-POLITICAL PSYCHOLOGY	A	4	Fall 2006
<input checked="" type="checkbox"/> Theme I-C: Globalization, Identity & Citizenship	SSCI 105	IDENTITY & SOCIETY	A	4	Spring 2003
THEME II: CULTURE AND CONTEXT					
<input checked="" type="checkbox"/> Theme II-A: Hist/Apprec. Visual & Performing Arts	ARTA 205	THE LANGUAGE OF ART	A	4	Fall 2003
<input checked="" type="checkbox"/> Theme II-B: Historical/Contemp. Culture & Context	HIST 336	MODERN AMERICA (1914-PRESENT)	A	4	Spring 2006
<input checked="" type="checkbox"/> Theme II-C: Exploring Culture	HUMN 205	AMER CULT/VIS/PERFORM ARTS	A	4	Fall 2005
THEME III: RELIGIOUS BELIEFS AND PRACTICE					
<input checked="" type="checkbox"/> RLGH: University Studies Religion	RLGH 304	ADVENT IN GLOBAL PERSPECTIVE	A	4	Spring 2004
<input checked="" type="checkbox"/> Theme III-C: Scripture	RELB 104	JESUS AND THE GOSPELS	A	4	Fall 2003
<input checked="" type="checkbox"/> Two Additional Religion Courses From Approved List	RELG 237 RELG 267	WORLD RELIGIONS RELIGIOUS FAITH AND LIFE	A A	4 4	Winter 2003 Spring 2004
THEME IV-A: LIFE SCIENCE					
<input checked="" type="checkbox"/> THEME IV-B: PHYSICAL SCIENCE	CHEM 112 CHEM 113	GENERAL CHEMISTRY II GENERAL CHEMISTRY III	B A-	4 4	Winter 2003 Spring 2003
<input type="checkbox"/> THEME IV-A OR IV-B LAB	BIOL 131L	HUMAN ANAT & PHYSIO I LAB	REG	(0)	Fall 2003
<input checked="" type="checkbox"/> THEME IV-C: SCIENTIFIC FOUNDATIONS	NSCI 404	HUMANS AND THE ENVIRONMENT	A	4	Spring 2006
<input checked="" type="checkbox"/> THEME V: SENIOR SEMINAR	UNST 404M	REL/MOR/SOC ASPECTS/PSYCH	A	4	Spring 2007

SERVICE LEARNING

Service Learning		Academic Year: 2005 - 2006			
<input type="checkbox"/> Service Learning Requirement					
<input checked="" type="checkbox"/> Service Learning #1	NSCI 404	HUMANS AND THE ENVIRONMENT	A	4	Spring 2006
<input checked="" type="checkbox"/> Service Learning #2	SSCI 105	IDENTITY & SOCIETY	A	4	Spring 2003
<input type="checkbox"/> Service Learning #3 Still Needed: Third Service Learning course					

MAJOR

Major in Social Work		Academic Year: 2011 - 2012			Units Required: 75
Unmet conditions for this set of requirements: 75 units are required. You currently have 36, you still need 39 more units.		Major GPA: 3.630			Units Applied: 36
<input checked="" type="checkbox"/> Introduction to Social Work	SOWK 204A	COLLOQ: INTRO TO SOC WORK	B	1	Fall 2011
<input checked="" type="checkbox"/> Fields of Practice	SOWK 204B	COLLOQ: FIELDS OF PRACTICE	A-	1	Winter 2011
<input checked="" type="checkbox"/> Case Management	SOWK 204C	COLLOQ: CASE MANAGEMENT	A	1	Spring 2011
<input checked="" type="checkbox"/> Heritage of American Social Work	SOWK 205	HERITAGE OF AMER SOCIAL WORK	B+	4	Fall 2011
<input checked="" type="checkbox"/> Introduction to Social Work Practice I	SOWK 214	INTRO/SOC WORK PRACTICE I	A-	4	Winter 2011
<input checked="" type="checkbox"/> Introduction to Social Work Practice II	SOWK 215	INTRO/SOC WORK PRACTICE II	A	4	Spring 2011
<input checked="" type="checkbox"/> Understanding Social Work Research Methods	SOWK 252	UNDRSTND SOWK RESEARCH METHODS	B+	4	Winter 2012
<input checked="" type="checkbox"/> Human Behavior and the Social Environment I	SOWK 311	HUMAN BEHAVIOR/SOCIAL ENV I	A-	4	Winter 2012
<input type="checkbox"/> Human Behavior and the Social Environment II	SOWK 312	HUMAN BEHAVIOR/SOC ENV II	REG	(4)	Spring 2012
<input type="checkbox"/> Generalist Practice with Individuals		Still Needed: 1 Class in SOWK 314*			
<input type="checkbox"/> Generalist Practice with Groups		Still Needed: 1 Class in SOWK 315*			
<input type="checkbox"/> Generalist Practice with Community & Organization		Still Needed: 1 Class in SOWK 316*			
<input type="checkbox"/> Generalist Practice with Children and Families		Still Needed: 1 Class in SOWK 317*			
<input type="checkbox"/> Generalist Social Work Research Methods	SOWK 349	GENERALIST SOWK RESEARCH METH	REG	(5)	Spring 2012
<input type="checkbox"/> Field Practicum Orientation		Still Needed: 1 Class in SOWK 388*			
<input type="checkbox"/> Social Welfare Policy		Still Needed: 1 Class in SOWK 405*			
<input type="checkbox"/> Field Seminar		Still Needed: 6 Units in SOWK 488*			
<input type="checkbox"/> Field Practicum		Still Needed: 12 Units in SOWK 498*			

OTHER BLOCKS

The following blocks may appear if they are part of the student's degree requirements.

- Additional Majors
- Minor(s)
- Cognates
- Electives

ADDITIONAL BLOCKS

Courses Taken but not Applied Toward Degree Requirements

Courses Taken but not Applied Toward Degree Requirements	
HLED 200	WELLNESS: LIFE STYLE CHOICES
Satisfied by: PHP36 - Riverside City College CA	

Any course that does not fulfill a specific requirement will show up here. These units count toward graduation, but are not used elsewhere. Generally, these courses would be considered electives. However, we have decided to create an Elective block with its' own requirements.

INSUFFICIENT

Insufficient	
CPTG 104	INTRO TO INFO SYSTEMS
Satisfied by: CIS1A - Riverside City College CA	

Courses in which a student did not earn the minimum required grade such as W, F, or AU (Audit) display here.

Remedial courses also fall into this section as they cannot be used toward earning a degree.

CURRENT REGISTRATION

Current Registration	
SOWK 312	HUMAN BEHAVIOR/SOC ENV II
SOWK 349	GENERALIST SOWK RESEARCH METH

The courses the student is currently enrolled in are listed here in one place. Additionally, the courses will display where they fit throughout the audit.

EXCEPTIONS

Exceptions			
Type	Description	Date	Who
Apply Here	Apply MGMT 381 here.	04/04/2012	Felder, Anthony Tyrone
Apply Here	Service Learning Trip 01/2012	04/24/2012	Felder, Anthony Tyrone

Exceptions are used to waive requirements, substitute one course for another, or to otherwise make changes to a student's audit. Exceptions are controlled through the Registrar's Office.

Any exceptions granted to the student are referenced both here and where the exception is applied in the audit.

NOTES

Notes
Student was advised to submit Senior Contract by official due date to remain eligible to graduate this year.

Anyone that has access to DegreeWorks can see the notes, **including the student**. Notes are helpful when the advisor wants to memorialize comments made to the student during an advising session. Additionally, notes are useful when the student is referred to another office, approved for transfer, study abroad coursework, or working with multiple advisors.

DISCLAIMER

Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree audit report, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

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.

LEGEND

Legend			
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Currently Registered	REG Currently Registered	* Prerequisite Needed
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	@ Any Discipline/Course Number	

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

- Complete
- Not Complete
- Currently Registered
- Nearly Complete
- In Progress
- @ (Wildcard)
- * (Prerequisite)

COMPLETE

<input checked="" type="checkbox"/> Introduction to Social Work	SOWK 204A	COLLOQ: INTRO TO SOC WORK	B	1	Fall 2011
<input checked="" type="checkbox"/> Fields of Practice	SOWK 204B	COLLOQ: FIELDS OF PRACTICE	A-	1	Winter 2011

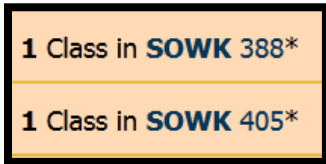
This symbol will appear beside all requirements that have been completed within the audit. The row will be highlighted light yellow and will display the course(s) that fulfilled the requirement along with the grade and term in which the course was taken.

NOT COMPLETE

<input type="checkbox"/> Field Practicum Orientation	Still Needed: 1 Class in SOWK 388*
<input type="checkbox"/> Social Welfare Policy	Still Needed: 1 Class in SOWK 405*

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

PREREQUISITE



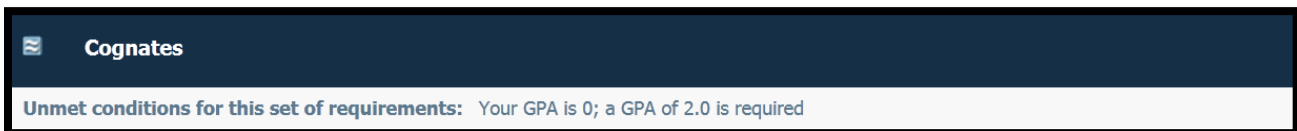
Course numbers that are followed by an * indicate that the course requires prerequisites. Not all courses that have prerequisites have an *. Please check the schedule of classes to see if prerequisite exists. The prerequisite indicator will not appear in a list of courses that allows a range (ex. If a student may take any ARTA course above the 200 level).

CURRENTLY REGISTERED (IN-PROGRESS COURSES)



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 (REG). **An IP grade will appear in a similar fashion.**

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.

DEGREEWORKS WILDCARD (@)

Still Needed: 8 Units in **RELB @** or **RELE @** or **RELG @** or **RELH @** or **RELT @**
or **RLGN @**

The @ symbol in DegreeWorks functions 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 (such as in the example above).

When a course prefix is followed by the @ symbol (RELB @) this means any course number for that prefix can be used to fulfill the requirement.

COURSE LINKS

1 Class in **NSCI 405@**

1 Class in **UNST 404@**

When a requirement has not yet been completed, the audit will display the required courses. These courses are also hyperlinks, that when clicked, will display catalog description, prerequisites, attributes, and sections available according to the course schedule.

WHAT-IF AUDIT

The screenshot displays the 'What-If Audit' interface for a student named Rudra, Amrita. The interface is organized into several sections:

- Navigation and Search:** Includes 'Back to Self-Service', 'Portal', 'FAQ', 'Help', 'Print', 'Exception Management', 'Change Password', and 'Log Out'. A search bar at the top allows filtering by Student ID, Name (Rudra, Amrita), Degree (5), Major (Accounting), Level (N), Student Class Level, Last Audit (Today), and Last Refresh (Today at 4:06 am).
- Tools and Settings:** Features tabs for 'Worksheets', 'Planner', 'Notes', 'Petitions', 'Exceptions', 'GPA Calc', and 'Admin'. Below these are 'Format' options (Student View), 'Process What-If', and 'Save as PDF' buttons. Checkboxes are present for 'Include in-progress classes' and 'Include preregistered classes'.
- What-If Configuration:** A section titled 'What-If' with dropdown menus for 'Level' (Undergraduate), 'Degree' (Bachelor of Science), and 'Academic Year' (2011 - 2012).
- Choose Your Different Areas of Study:** A section where users can 'Select an item to add it to your Chosen Area of Study'. It includes dropdowns for 'Major' (Pick a Major) and 'Minor' (Pick a Minor), and a list box for 'Chosen Areas of study' with a 'Remove' button.
- Choose Your Future Classes:** A section for adding courses. It has input fields for 'Subject' and 'Number', a 'Find' icon, and an 'Add Course' button. A list box for 'Courses you are considering' includes a 'Remove Course' button.
- Left Sidebar:** Contains links for 'History', 'What If' (highlighted), 'Look Ahead', 'Financial Aid', 'Aid History', 'Athletic Eligibility', and 'Athletic Eligibility History'.

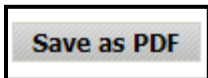
Students, who plan on changing their major, adding a minor, or looking to enroll in a specific degree program, can access the **What-If Audit**. The **What-If Audit** can be found under the worksheets tab, on the left menu; it is designed to offer students an opportunity to view how proposed changes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

Select a combination of Level, Degree, Academic Year, Majors, and Minors.

- Only proper combinations of above items will only produce a What-If Audit
- Note about Academic year: Banner and thus DegreeWorks will automatically select the current bulletin year. If a student would prefer to complete his/her requirements under a different bulletin, that is possible, but the declaration would need to be updated with the Center for Student Academic Success or the student’s official evaluator.



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



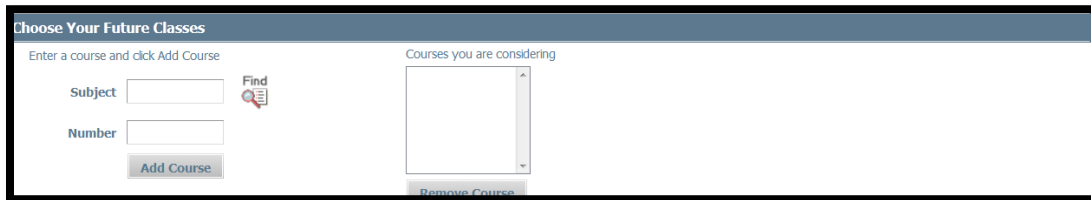
Click **Save as PDF** button to save/print What-If Audit

- 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. After navigating away from What-If screen the audit cannot be accessed again. It is possible to run another What-If Audit with the same parameters, however.

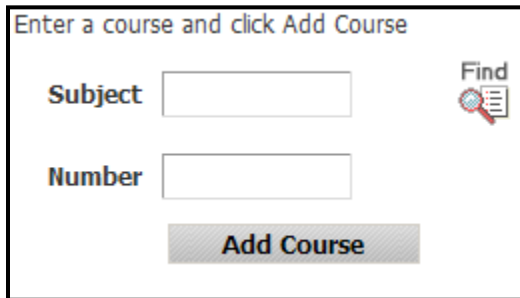
WHAT-IF AUDIT OPTIONS

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 classes the student plans to take in the future



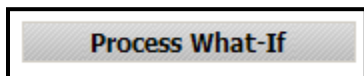
Type in future **Subject** and **Number** and click **Add Course** button. Multiple courses can be added.



The added class will be displayed with a PL (Planned)



Click Remove Course button to remove unwanted courses from list



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

LOOK AHEAD

The screenshot shows the La Sierra University self-service portal. At the top, there is a navigation bar with links for Back to Self-Service, Portal, FAQ, Help, Print, Exception Management, Change Password, and Log Out. Below this is a search bar with fields for Student ID, Name (Rudra, Amrita), Degree (5), Major (Accounting), Level (N), Student Class Level, Last Audit (Today), and Last Refresh (Today at 4:06 am). A sidebar on the left contains various menu items: Worksheets, Planner, Notes, Petitions, Exceptions, GPA Calc, Admin, History, What If, Look Ahead (highlighted), Financial Aid, Aid History, Athletic Eligibility, and Athletic Eligibility History. The main content area is titled 'Look Ahead' and contains the following text: '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 text is a form with two input fields labeled 'Subject' and 'Number', a 'Find' button with a magnifying glass icon, and an 'Add Course' button. To the right of the form is a list box titled 'Courses you are considering' with a 'Remove Course' button below it.

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/or run again. The Look Ahead function is available on both the What-If and on the Checklist tab.

This is a close-up of the 'Look Ahead' form. It features the heading 'Enter a course and click Add Course'. There are two input fields: 'Subject' and 'Number'. To the right of the 'Subject' field is a 'Find' button with a magnifying glass icon. Below the input fields is a grey 'Add Course' button.

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

- Multiple courses can be added

Process New

Click **Process New** button to see the results

<input checked="" type="checkbox"/> Human Behavior and the Social Environment I	SOWK 311	HUMAN BEHAVIOR/SOCIAL ENV I	A-	4	Winter 2012
<input type="checkbox"/> Human Behavior and the Social Environment II	SOWK 312	HUMAN BEHAVIOR/SOC ENV II	REG	(4)	Spring 2012
<input type="checkbox"/> Generalist Practice with Individuals	(SOWK 314)	METHODS: GEN PRACTICE/INDVL	PL	(4)	PLANNED
<input type="checkbox"/> Generalist Practice with Groups	Still Needed: 1 Class in SOWK 315*				

The DegreeWorks will slot the course in the anticipated spot on the audit. The added class will be displayed as PL (Planned).

STUDENT EDUCATIONAL PLANNER

The screenshot displays the Student Educational Planner (SEP) interface. At the top, the La Sierra University logo is visible. Below it, there are navigation tabs: Back to Self-Service, Portal, FAQ, Help, Print, Exception Management, Change Password, and Log Out. A search bar shows the student ID 931475 and the name Brown, Travis Scott. The student's profile information includes Degree (5), Major (Accounting), Level (N), Student Class Level (Freshman), Last Audit, and Last Refresh (Today at 4:07 am). The main navigation menu includes Worksheets, Planner, Notes, Petitions, Exceptions, GPA Calc, and Admin. The Planner section is active, showing a list of courses for the Accounting major. The courses listed are: Financial Accounting (1 class in ACCT 211), Managerial Accounting (1 class in ACCT 212), Computerized Accounting (1 class in ACCT 213), Intermediate Accounting I (1 class in ACCT 341), Intermediate Accounting II (1 class in ACCT 342), Reporting Issues in Intermediate Accounting (1 class in ACCT 343), and Federal Income Tax: Individuals (1 class in ACCT 354). The right-hand pane shows the Student Educational Planner details, including Student (Brown, Travis Scott), Current Term (Spring 2012), Description, Academic Year (2011 - 2012), and Last Modified. There are checkboxes for Active Plan, Locked, and Load in a pre-defined plan. Below these are three columns for selecting terms and more information on classes. At the bottom, there are buttons for Save Plan, Reload Form, Save As..., Delete Plan, Process Itew, Check All Terms, Uncheck All, and Create Block.

The Student Educational Planner (SEP) is a tool in DegreeWorks that students and advisors use to create academic plans. Once a plan is created it may be modified as needed. The SEP format allows courses from the degree audit to be pulled into the plan with a simple drag-n-drop action.

PLANNER HEADER

The screenshot shows the Planner Header with the following elements: a dropdown menu labeled '----- Add new plan -----', a dropdown menu labeled 'Calendar Mode', a checkbox labeled 'Show completed classes', a 'Load' button, and two radio buttons labeled 'Edit' and 'View'.

The Header controls how the page displays and operates.

A close-up of the '----- Add new plan -----' dropdown menu.

Plan List: If no plan exists the drop down box will display '-----Add new plan-----'. If plans exist the active plan name will display. To see all available plans for a student use the pull down arrow.

MODE SECTION

The plan can be displayed in two different formats.

CALENDAR MODE

The screenshot shows the Calendar Mode interface with three columns, each with a 'Select Term' dropdown and a 'Total' field. Below the columns is a 'Plan Total Credits' field and a 'Plan Notes' text area.

Notes can be created for the entire plan.

NOTES MODE

The screenshot shows a software interface for entering notes. At the top left, there is a dropdown menu labeled 'Select Term'. Below this is a table with approximately 15 rows and 2 columns. To the right of the table is a text area labeled 'Notes' with a vertical scrollbar. At the bottom left of the table, there is a label 'Total' next to a small input field.

Notes can be created for each term included in the plan.

- These notes are for comments about the term being planned, and not for general advising.
- Use Audit notes for advising notes.
- These notes are not a historical record as it does not record who made the note or when. The note can be modified until the term has passed.

PLANNED VS TAKEN

Student Educational Planner							Print
Student	Felder, Anthony Tyrone						
Current Term	Spring 2012 (only completed terms are evaluated)						
Description	Fall 201302						
Academic Year	2011 - 2012						
Active/Inactive	Active Plan						
Last Modified	06/07/2012 by Felder, Anthony Tyrone						
Fall 2012		Winter 2013		Spring 2013			
Planned	Taken	Planned	Taken	Planned	Taken		
SOWK 314		NSCI 405		SOWK 317			
SOWK 316		UNST 404M		NSCI 405			
BIOL 107		SOWK 315		SOWK 388			
SPAN 198		SOWK 405					
Fall 2013		Winter 2014		Spring 2014			
Planned	Taken	Planned	Taken	Planned	Taken		
SOWK 488		SOWK 488		SOWK 488			
SOWK 498		SOWK 498		SOWK 498			

This is a grid display allowing the comparison of planned course to those actually taken by the student. (This display is only available in **View** mode, not **Edit** mode). The advantage of this view it is that it shows whether or not a student is taking the courses mapped out in their academic plan as directed.

Show completed classes

Show Completed courses checkbox: This is checked by default. If checked, the plan will show classes taken for past terms and the current term instead of planned courses. It also will not allow modification of past terms to guard against saving completed courses into Planner terms.

- 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.



Load Button: Once the mode that you wish to view the planner in is selected, click **Load**. (The Load Button must be clicked before the changes will take effect.)

- 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.



Edit checkbox: Edit allows the advisor to modify the plan. Select Edit to create, change or delete plan.

View checkbox: View provides a printable report. (Planned vs. Taken assumes View mode even if the View checkbox is not checked.)

STUDENT INFORMATION SECTION

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

Student Educational Planner		Print
Student	Brown, Travis Scott	
Current Term	Spring 2012	
Description	<input type="text"/>	
Academic Year	2011 - 2012 ▼	
Last Modified		
<input checked="" type="checkbox"/>	Active Plan	
<input type="checkbox"/>	Locked	

Student	Displays student's name
Current Term	Represents the last term that the student has registered or completed coursework. Planning starts at the last term that the student had academic work. The intent is to plan from the last term forward.
Description	Name for this students plan. This is a required field.
Academic Year	The academic year is the year the plan starts.
Last Modified	Displays the last date the plan was modified.

Active Plan	The student can have multiple plans but only one plan can be active at one time. Students have the ability to build their own plans, however only advisors can make a plan active, and lock it. Advisors should build one plan and modify it as the student advances in his/her academic career.
Locked	Once a plan is locked by an advisor is not modifiable by the student.

PLANNER WORKSHEET

- Four windows are displayed. One with the student's audit (Top Left), one with the planner blocks (Top Right), one with a What-if Audit (Bottom Left, almost hidden), and Planner toolbar (Bottom Right).
- Bar separating the student's audit, planner block and What-if audit windows can be moved right and left or up and down to increase visibility.

- Entering course into the plan can be done two ways.
 - Dragging and dropping the courses from the audit. This will automatically add the course and credit. **This cannot be done with ranges or wildcard courses.**
 - Manually typing in the course. The credit amount must also be typed into the credit field.
- Hours will total at the end of each term.
- Click check all terms or click the box next to the terms you would like to see in the audit.

PLANNER TOOLBAR



Save Plan	<p>Saves contents of plan, when the plan is saved, several checks are made on the data:</p> <ul style="list-style-type: none"> • Courses must be validated • Duplicate courses are flagged <p>A red arrow appears next to courses that are invalid The errors must be fixed before the plan can be saved.</p>
Process New	<p>Runs a new audit with planned courses from saved plan applied to audit rules</p>
Reload Form	<p>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-----'.</p>

Check All Terms	Check the boxes for all future terms to be included in a new audit. All terms must be checked before saving a plan
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

DEVELOPING A PLAN

Select Add new plan.

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

 Show completed classes

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

 Edit
 View

Choose Edit.

Click Load button.

Description	
-------------	--


Type in description of plan (required field).

Academic Year	2011 - 2012 ▼
----------------------	---------------

Choose Academic Year.

<input checked="" type="checkbox"/>	Fall 2012 ▼
▶ More info on these classes	
⋮ SOWK 314	4
⋮ SOWK 316	4
⋮ BIOL 107	4
⋮ SPAN 198	4
⋮	
⋮	
⋮	
⋮	
⋮	
Total	16

Select term and Enter courses into plan. Make sure there is a checkmark next to each planned term.

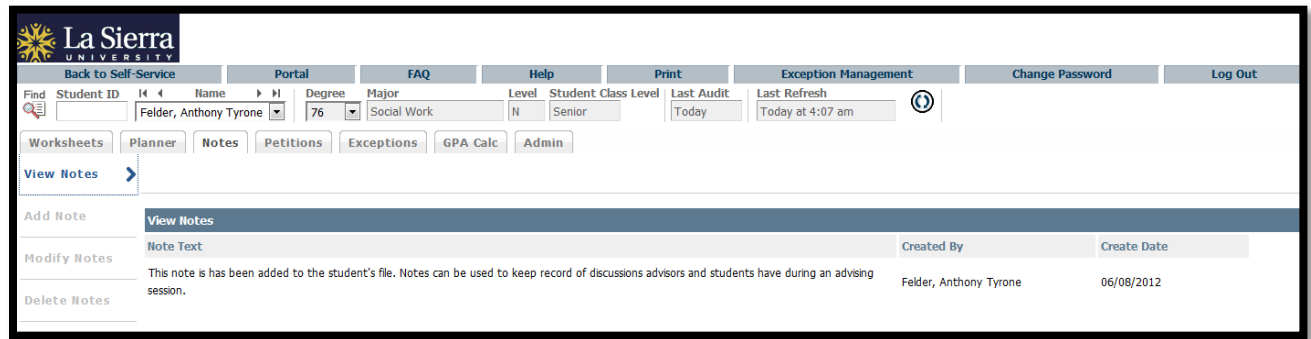
A rectangular button with a light gray background and a dark border. The text "Save Plan" is centered in a dark font.

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

A rectangular button with a light blue background and a dark border. The text "Process New" is centered in a dark font.

Click Process New to see a new audit with the planned courses. Planned from the planner courses **do not** show up on a regular audit. This is because if an advisor maps out a student's entire college career, the student's audit would always show PL (Planned) courses instead of still lacking requirements; rendering the audit less useful to the student.

NOTES



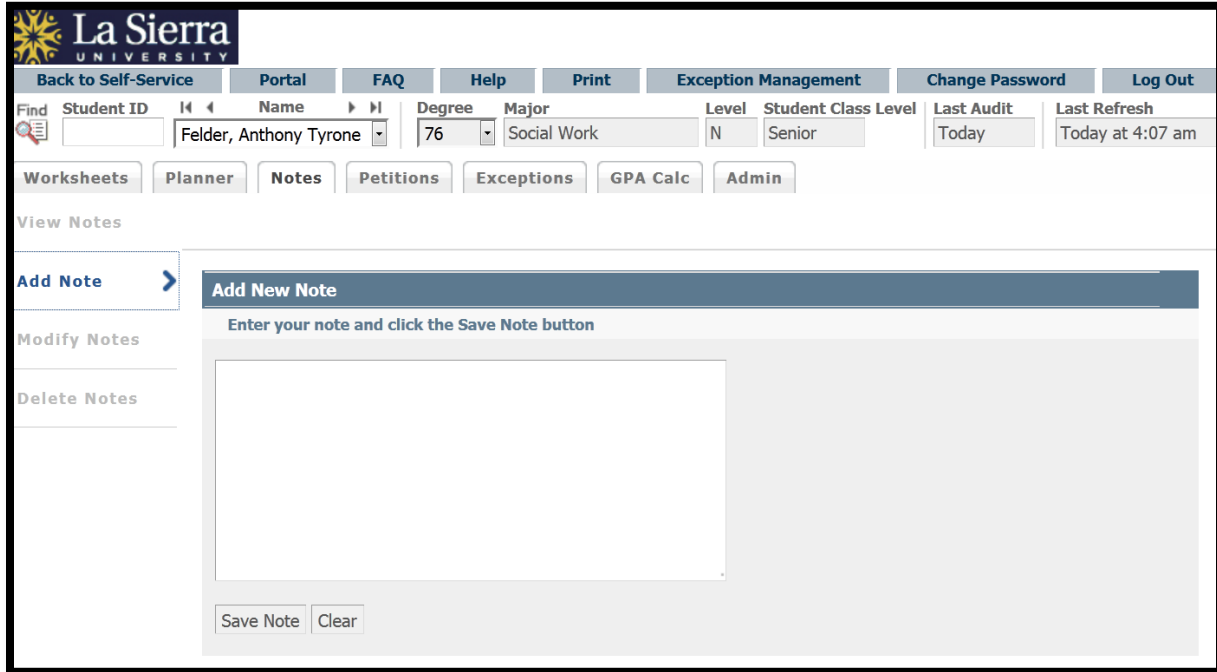
The Notes utility allows DegreeWorks users to document academic advising on student records. These Notes are viewable by the student on their audit in the Notes section at the bottom of the Worksheet.

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

ADD NOTES

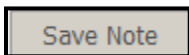


Click on **Add Notes** on the Notes Tab



Currently, there are no Pre-Defined notes that may be selected from a drop-down box. All notes are entered in free-form style. Only advisors and evaluators can enter notes.

This function can be used as a communication tool between the student, multiple advisors or evaluators to keep track of information given to the student during advising sessions. Students cannot enter their own notes, however they can view all notes attached to their file.



Click **Save Note**

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

VIEW NOTES

View Notes

Add Note

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

Modify Notes

Delete Notes

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

MODIFY NOTE AND DELETE NOTES

View Notes

Add Note

Modify Notes

Delete Notes

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

Please carefully consider notes that are entered into a student’s file as they **cannot** be modified or deleted by users once entered. You must contact the Registrar’s Office in order to make corrections.

GPA CALCULATOR

The screenshot shows the La Sierra University DegreeWorks GPA Calculator interface. At the top left is the La Sierra University logo. Below it is a navigation bar with links: Back to Self-Service, Portal, FAQ, Help, Print, Exception Management, Change Password, and Log Out. A search bar contains the student's name 'Felder, Anthony Tyrone', degree '76', and major 'Social Work'. Other fields include Level 'N', Student Class Level 'Senior', Last Audit 'Today', and Last Refresh 'Today at 4:07 am'. A menu bar includes Worksheets, Planner, Notes, Petitions, Exceptions, GPA Calc, and Admin. The main content area features a 'Graduation Calculator' link with a right-pointing arrow. Below this are three calculator options: 'Term Calculator', 'Advice Calculator', and 'Current GPA'. The 'Current GPA' field shows a value of 3.33. Below these are fields for 'Units Remaining', 'Units Required', and 'Desired GPA'. A 'Calculate' button is positioned at the bottom right of the calculator section.

There are three different GPA calculators available in DegreeWorks: Graduation, Term, and Advice Calculators. The calculators, in conjunction with current DegreeWorks functions, can help students in many ways, providing:

- Realistic goal-setting at the beginning of the term or academic career
- Precise calculation of their end-of-term GPA using students' actual academic information
- Accurate mapping of students' paths for achieving honors, avoiding probation, or satisfying personal academic aspirations

GRADUATION CALCULATOR

Many students may not know how many units are required for their degree, nor the number of units remaining. In some cases, this calculator will be useful to inform the student that their

desired GPA is not possible to achieve (considering their number of units remaining). In short, this calculator helps students to set long-term general goals.

The screenshot shows the La Sierra University GPA Calculator interface. At the top left is the La Sierra University logo. Below it is a navigation bar with tabs: Back to Self-Service, Portal, FAQ, Help, Print, Exception Management, Change Password, and Log Out. A search bar contains the student's name 'Felder, Anthony Tyrone', degree '76', and major 'Social Work'. Below the search bar are buttons for Worksheets, Planner, Notes, Petitions, Exceptions, GPA Calc, and Admin. The GPA Calc tab is selected, showing a 'Graduation Calculator' section with a right-pointing arrow. To the left are links for 'Term Calculator' and 'Advice Calculator'. On the right, a table displays the following data:

Current GPA	3.33
Units Remaining	75
Units Required	190
Desired GPA	3.5

At the bottom right of the table is a 'Calculate' button.

Select **Graduation Calculator** from the GPA Calc tab

A rectangular input field with a thick black border. The text 'Units Remaining' is displayed in blue on the left side, and an empty white input box is on the right.

Enter the number of units the student still needs to complete. This is calculated by subtracting Units Earned from units needed to complete their degree (typically 190 for undergraduates). Units Earned is located in the Degree header on the worksheet.

A rectangular input field with a thick black border. The text 'Units Required' is displayed in blue on the left side, and the number '190' is entered in the white input box on the right.

Enter the number of units required for graduation. Typically 190 units are required for undergraduates.

A rectangular input field with a thick black border. The text 'Desired GPA' is displayed in blue on the left side, and the number '3.5' is entered in the white input box on the right.

Enter the GPA the student would like to earn upon graduation

Calculate

Click calculate

The system will advise you whether or not the desired GPA is achievable and what is necessary in order to make that happen.

TERM CALCULATOR

This is a more specific calculator. It can be used for goal-setting as well as mapping paths to avoid probation, achieve honors, etc.

The student's current classes and units (if applicable) are preloaded into the form. You can also add classes and units to the class list. When done entering class information with expected units and grades, click Calculate. The following screen will produce the new calculated GPA.

The screenshot shows the La Sierra University GPA Calculator interface. At the top is the La Sierra University logo. Below it is a navigation bar with tabs: Back to Self-Service, Portal, FAQ, Help, Print, Exception Management, Change Password, and Log Out. A search bar contains the student's name 'Felder, Anthony Tyrone', degree '76', and major 'Social Work'. Below the search bar are tabs for Worksheets, Planner, Notes, Petitions, Exceptions, GPA Calc, and Admin. The GPA Calc tab is selected. The interface displays the 'Term Calculator' section with a 'Current GPA' of 3.33 and 'Units Earned So Far' of 148. Below this is a table of current classes:

Class	Units	Grade	
SOWK 312	4	A	4.00
SOWK 349	5	B+	3.30

To the right of the table, the 'Calculated GPA' is shown as 3.34, with a note: 'By achieving the grades listed here, your GPA at the end of the term will be 3.34'. A 'Recalculate' button is located at the bottom right of the calculator area.

Select **Term Calculator** from the GPA Calc tab

Select Grade for each of the current courses listed

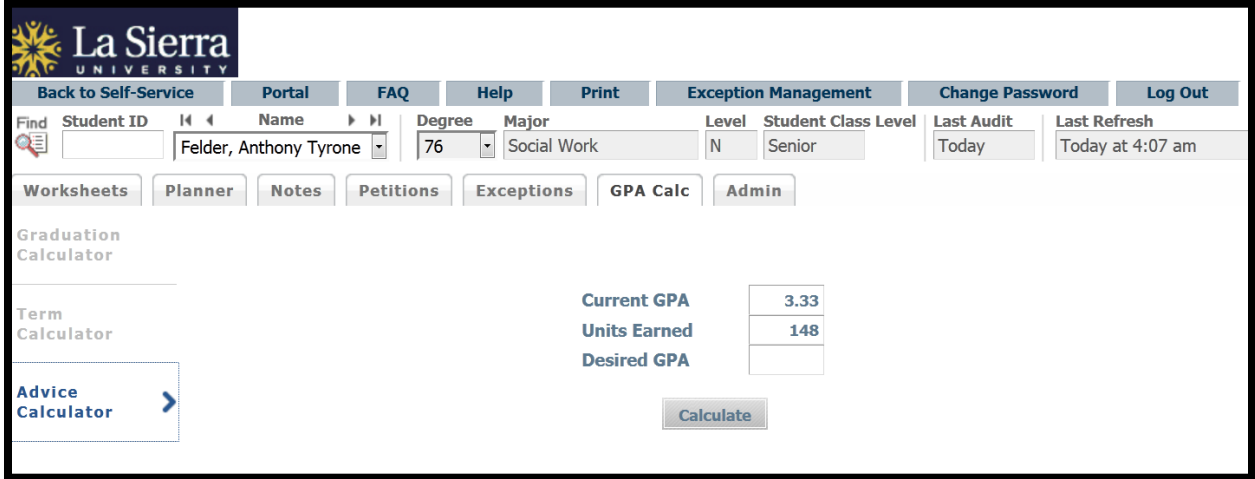
Calculate

Click calculate

ADVICE CALCULATOR

This calculator is perhaps the easiest to use. The student need only provide their desired GPA. It is used to figure out how a student can raise/lower their GPA using actual grades as advice.

While it is fairly general, it is more specific than the graduation calculator.



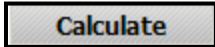
The screenshot shows the La Sierra University student portal. At the top left is the La Sierra University logo. A navigation bar includes links for Back to Self-Service, Portal, FAQ, Help, Print, Exception Management, Change Password, and Log Out. Below this is a search table with columns for Student ID, Name, Degree, Major, Level, Student Class Level, Last Audit, and Last Refresh. The search results show a student named Felder, Anthony Tyrone with a degree of 76, major of Social Work, level N, and student class level Senior. Below the search results are tabs for Worksheets, Planner, Notes, Petitions, Exceptions, GPA Calc, and Admin. The GPA Calc tab is active, showing the Graduation Calculator and Term Calculator sections. The Graduation Calculator section displays the Current GPA as 3.33, Units Earned as 148, and a field for Desired GPA. A Calculate button is located at the bottom right of the GPA Calc section.

Select **Advise Calculator** from the GPA Calc tab



A close-up of the input field for the Desired GPA. The text "Desired GPA" is displayed in a large, bold, blue font within a white rectangular box with a black border.

Enter the GPA the student would like to earn upon graduation



A close-up of the Calculate button, which is a rectangular button with a black border and the word "Calculate" in a bold, black font.

Click calculate

The system will advise you whether or not the desired GPA is achievable and what is necessary in order to make that happen.

The screenshot shows the La Sierra University GPA calculator interface. At the top left is the La Sierra University logo. A navigation bar contains links for Back to Self-Service, Portal, FAQ, Help, Print, Exception Management, Change Password, and Log Out. Below this is a search bar with fields for Student ID, Name (Felder, Anthony Tyrone), Degree (76), Major (Social Work), Level (N), and Student Class Level (Senior). There are also fields for Last Audit (Today) and Last Refresh (Today at 4:07 am). A row of buttons includes Worksheets, Planner, Notes, Petitions, Exceptions, GPA Calc, and Admin. The main content area is titled 'Graduation Calculator' and shows a 'Term Calculator' with the following data:

Current GPA	3.33
Units Earned	148
Desired GPA	3.5

Below the table, a blue arrow points to the 'Advice Calculator' section, which contains the text: 'To achieve your desired GPA, you need one of the following:' followed by two bullet points: '50 Units at 4.00 (A) grade average' and '125 Units at 3.70 (A-) grade average'. A note states: 'Note: Results that would require you to take more than 150 Units have been omitted.' At the bottom center is a 'Recalculate' button.