Advisors 'Getting Started' Guide to JSU Degree Works

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Introduction

Welcome to the Advisors 'Getting Started' Guide for Jackson State University. This guide is meant to be a quick start introduction to the Degree Works™ by Ellucian audit system. It is not meant to replace more in-depth training. This document should answer many of your questions quickly as you begin to use this new tool.

What is Degree Works?

Degree Works is a web-based tool to help students and advisors monitor progress toward degree completion. Degree Works looks at the JSU degree requirements to produce an audit worksheet that assists advisors and students in reviewing past, present, and future academic course work.

Degree Works:
- Supports real-time delivery of degree completion information.
- Affords advisors the ability to create notes and document student visits.
- Allows students and advisors to create semester-by-semester plans to facilitate the timely completion of degree requirements.
- Provides what-if analysis for students considering a curriculum change.
- Reduces or eliminates paperwork such as manual degree checklists and curriculum sheets.
- Increases productivity between departments across campus.
- **Does not eliminate the need for advising**. It should be used in consultation with college and major advisors, who make the final determination about completion of degree requirements.

How does Degree Works work?

Degree Works looks at requirements for a program of study as well as the coursework completed to create an easy-to-read degree audit. The audit is separated into blocks based on degree, major, and concentration requirements. The requirements for undergraduate and graduate programs of study as determined by the Jackson State University 2015-2017 Catalog are outlined in those blocks.
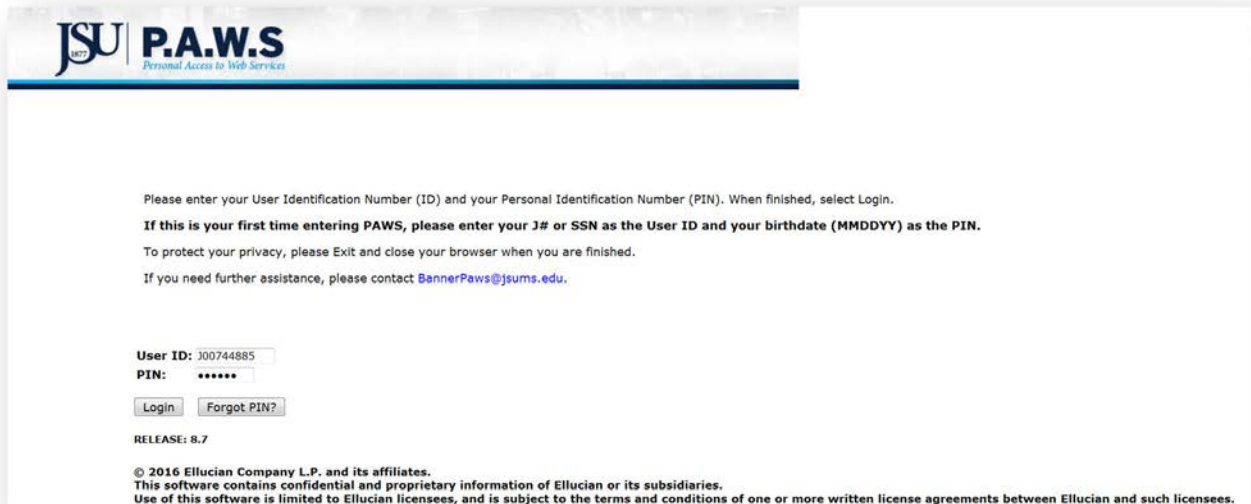
Completed classes are indicated by a check mark ✅, while in-progress courses are indicated by a blue box with a wavy line inside ⬚. Any requirements still remaining will have an open red box to the left of the item on the audit ☐.

☐ **Major in Finance**	
✅ Minimum GPA of 2.0 is required	
Your GPA in these classes is 3.200.	
✅ Business Law	GB 302
✅ Intermediate Macroeconomic/Microeconomic Theory	ECO 311
✅ Principles of Insurance	FIN 317
✅ Financial Management	FIN 443
☐ Commercial Banking	Still Needed:

Degree Works is designed for advisors, faculty, students, and administrative staff. A nightly update from Banner brings active faculty, advisors, students and administrators into the application.

Logging into Degree Works

You can log into Degree Works by first logging into PAWS.

Next, click on the Faculty Services tab and click on the Student Menu near the bottom of the list.

From the Student Information Menu, click on Degree Works.

You will then be prompted to select a term and click Submit.

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Select a student by either adding the student's J# or inserting a last name and first name and click Submit.

Search [   ] [Go]

ID Selection

💬 You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID: [   ]

OR

Student and Advisee Query
Last Name: [Smith   ] ✕
First Name: [   ]
Search Type: ○ Students
             ○ Advisees
             ○ Both
             ⦿ All

[Submit] [Reset]
RELEASE: 8.5.4.3

Select the student from the drop-down list and click Submit.

Search [   ] [Go]

ID Selection

Select the Student or Advisee that you wish to process and choose Submit Name.

Student or Advisee: [Brock-Smith, Kandice T. ▓▓▓▓▓ ▼]

[Submit]
RELEASE: 8.5.4.3

At that point, the student's name will display. Click Degree Works to enter the system.
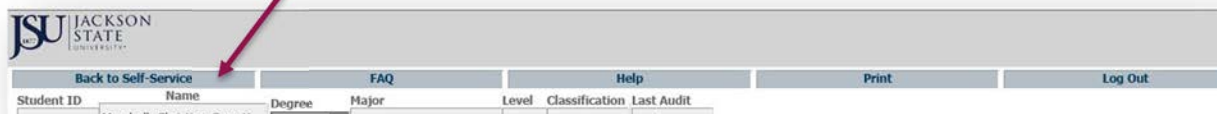
Search [   ] [Go]

Advising, planning, and degree audit application

Information for Kandice T. Brock-Smith
[Degree Works]
RELEASE: 6.1

Once you have successfully logged in to Degree Works, there are five links at the top of the screen with which you should be familiar.

Clicking the Back to Self-Service link will take you back to PAWS.

For more information on Degree Works, the FAQ link that will direct you to the most commonly asked questions located on the JSU website: http://www.jsums.edu/informationtechnology/degree-works/

If you would like to Print a PDF version of the audit, use the Print link.

And, when you have finished using Degree Works, **always** Log Out to ensure privacy and security of student information.

Using Degree Works Advising

What is an audit?

A Degree Works audit is a review of past, current and "planned" coursework that provides information on completed and outstanding requirements necessary to complete a degree/major/minor/concentration.

What will an audit show?

An audit will display the courses the student has taken or ones that are in progress. The audit will show any degree, major, minor, or concentration requirements that are being met by the courses taken or that may be met upon satisfactory completion of courses in progress.

What is a Key Block?

At the top of the Welcome Screen, there is a 'key' block. This is where you can search for a student directly using the Student's J# or select the Find icon to search many students with a variety of criteria and filters.
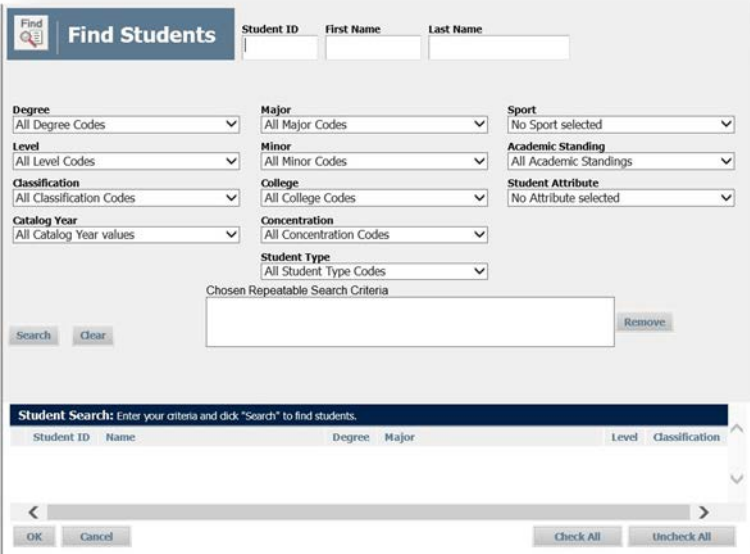
![ellucian logo]

Finding a student

Degree Works provides a myriad of ways to search for a student using the Find icon on the Key Block. By clicking ![Find icon], the screen to the right pops up.

From here you can search for a student or students by degree, major, concentration, etc. After selecting the various filters, click on the Search button and the individual or a list of students will appear at the bottom of the screen. Select the student who you are working with by clicking on the box to the left of their name, and click OK. That student will be queried and pulled into an audit.

Up to 200 names can be returned on a search, for example, if you select all Accounting majors. The Find Students search capability allows you to target or broaden your search in a variety of ways. As it is a query, however, this Degree Works search is not a reporting tool and there is not a way currently to import the list into Excel or print it as a PDF.

Running an audit

The view or audit is broken into blocks with headers. Blocks contain information on the Degree, Major, Core, Electives, and Fallthrough courses. The default view in Degree Works is Worksheets.

Student View

The first block, Student View, provides general information on the student, such as level, degree, majors/minors, etc. If it is in Banner, it will show up here.

Emailing a Student

If you would like to email a student regarding his/her audit, you can do so by double clicking on the student's name. The email used is the JSU-preferred email address. This should automatically generate an email template which you can complete and send.

Progress bar

This visual indicator assists in providing a quick, holistic view of student progress. The progress bar is found between the Student View block and the Degree block.
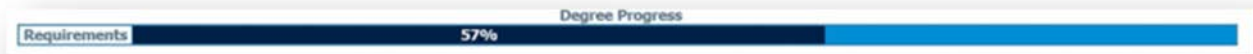
Degree block

This block includes information on the catalog year in which the student began the degree, the degree GPA, the credit hours required for the degree, and the credits currently applied to the degree along with the list of the overall degree requirements.

Major block

The block below is for a Major in Finance. The header includes the catalog year in which the student began the program and the GPA represents the major coursework requirements.

There are several GPAs featured on an audit, such as

- Institutional: representing all coursework completed at JSU
- Degree: representing all coursework applied to the degree (transfer and JSU credits)
- Major: representing all coursework applied to the major (transfer and JSU credits)
- Core: representing all coursework applied to the general education core (transfer and JSU credits)

Audit legend

There are several items in the legend at the bottom of the audit with which you should become familiar.

Icon	What it means…
✅	Complete – this symbol appears when all requirements within the audit have been completed. The row is highlighted in yellow, displays the course that fulfilled the requirement, along with the term it was taken in, and the grade received.

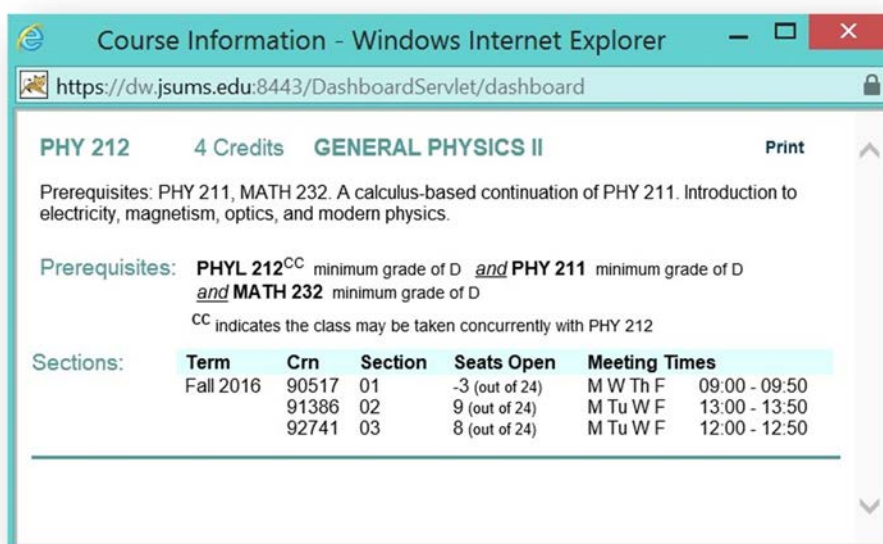| Icon	What it means…
	Not Complete – this symbol indicates the requirement has not yet been met. The row is highlighted in red, has the phrase Still Needed: and lists the courses available to meet the requirement.
	Course In Progress – this symbol will appear next to requirements where the student is currently enrolled in the classes needed to fulfill a requirement. The row is highlighted in blue and may contain the "~" if the course in planned in the Look Ahead audit.
	Course Not Graded – See Instructor – this symbol will appear if the student has an incomplete in a course and is waiting for completion. You may see this with English Proficiency for example.
(T)	Transfer Class – this symbol will appear next to transfer classes.
@	Degree Works Wild Card – this symbol represents all classes when used at the beginning of a course code and represents all course numbers when it follows the course code. For example, 9 credits in BIOL@, indicates the student can select any course with the BIOL course code.

Course links

A useful feature of Degree Works is its capability of allowing you or the student to click on any course listed in the audit that is 'Still Needed' to see the course description, any pre-requisites, and the course availability in any active term.

Because Degree Works uses the information found in Banner Student, this information is updated daily.

This information can be particularly useful during registration periods when classes in high demand or those offered in limited numbers need to be considered to meet degree requirements. Course Information displays terms, course numbers, sections, schedule, and the number of seats available for each course.

Fallthrough block

This block displays all completed courses not currently being used to fulfill a requirement for an audit. The content will change as more courses are taken or articulated. Transfer courses may appear in Fallthrough, as well as courses taken for a different major or concentration when the student has made a change in his/her academic pursuit.

Fallthrough Courses			Credits Applied: 20		Classes Applied: 8
BIO 112	GENERAL BIOLOGY II		TB	3	The Beginnin
Satisfied by:	BIO1144 - GENERAL BIOLOGY II - Jones County Junior College				
BIO 233	ANATOMY & PHYSIOLOGY		TC	3	The Beginnin
Satisfied by:	BIO2514 - ANATOMY & PHYS I - Jones County Junior College				
BIOL 112	GENERAL BIOLOGY II LAB		TB	1	The Beginnin
Satisfied by:	BIO1144 - GENERAL BIOLOGY II - Jones County Junior College				
BIOL 233	ANATOMY & PHYSIOLOGY LAB		TC	1	The Beginnin
Satisfied by:	BIO2514 - ANATOMY & PHYS I - Jones County Junior College				
GUID 315	HUMAN GROWTH & DEVELPMNT		TA	3	The Beginnin
Satisfied by:	EPY2533 - HUMAN GROWTH & DEVELOP - Jones County Junior College				

## Creating plans (Student Educational Planner)

The Student Educational Planner is built on templates, which means less maintenance and easier management—just drag and drop requirements between terms. This powerful feature allows students and advisors to lay out a recommended sequence of classes that fulfill remaining program requirements—so students know exactly what's ahead. The Planner is a valuable tool for students to stay on track for graduation and for advisors to help students plan and stay on track.

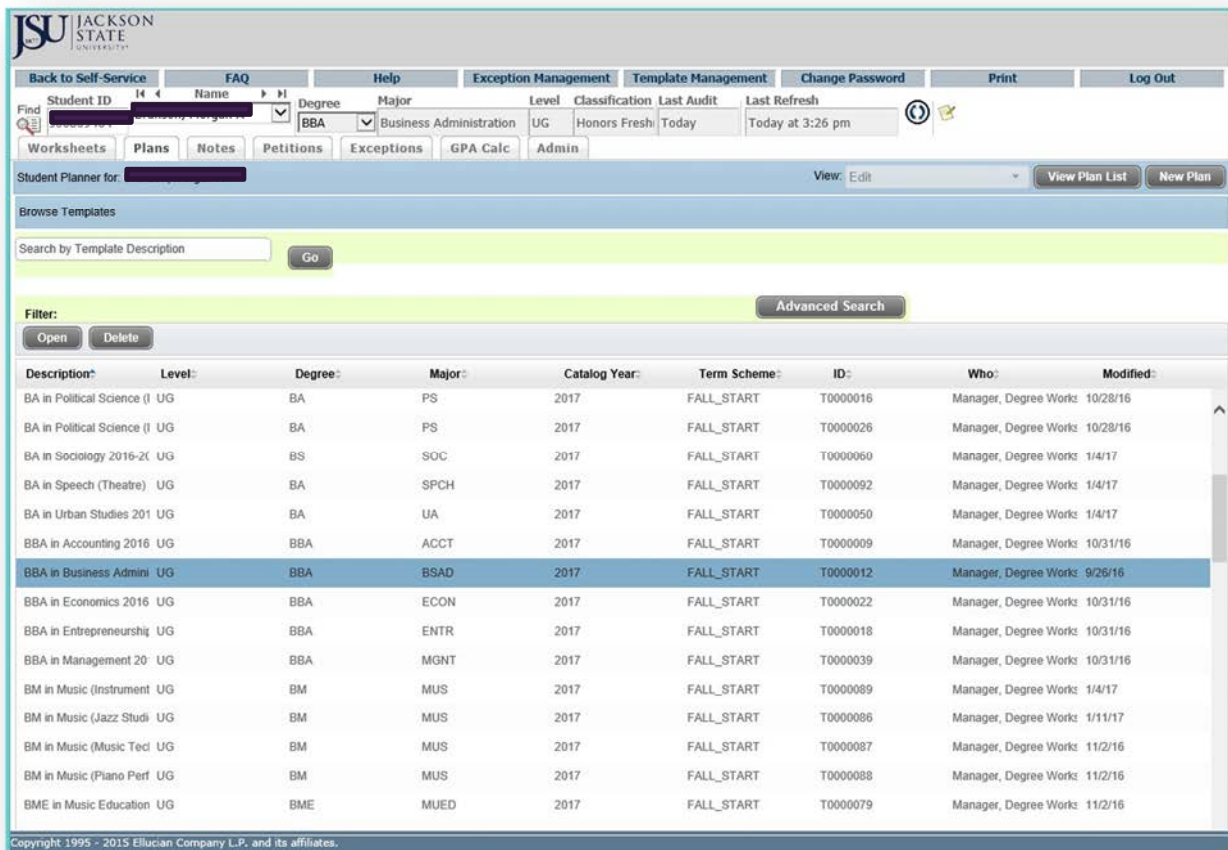Courses can be planned for future semesters so students know

- The courses they will take
- The order in which they will take the courses
- The number of courses they plan to take per semester.

With this information in Degree Works, we can also provide reports of how many students are 'off' plan or use the information for future terms as to when students plan to take a certain set of courses thereby forecasting course and section needs well in advance of each term.

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Plans can be developed from existing templates, which were created based on the previous Curriculum sheets, or created as blank plans. Select the Plans tab to get started.
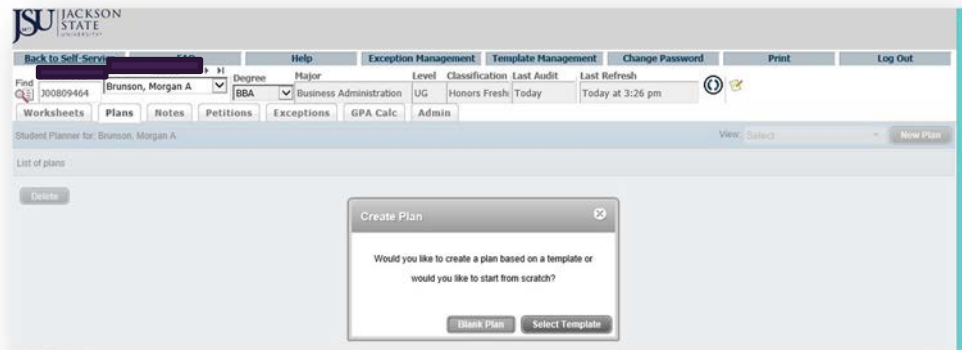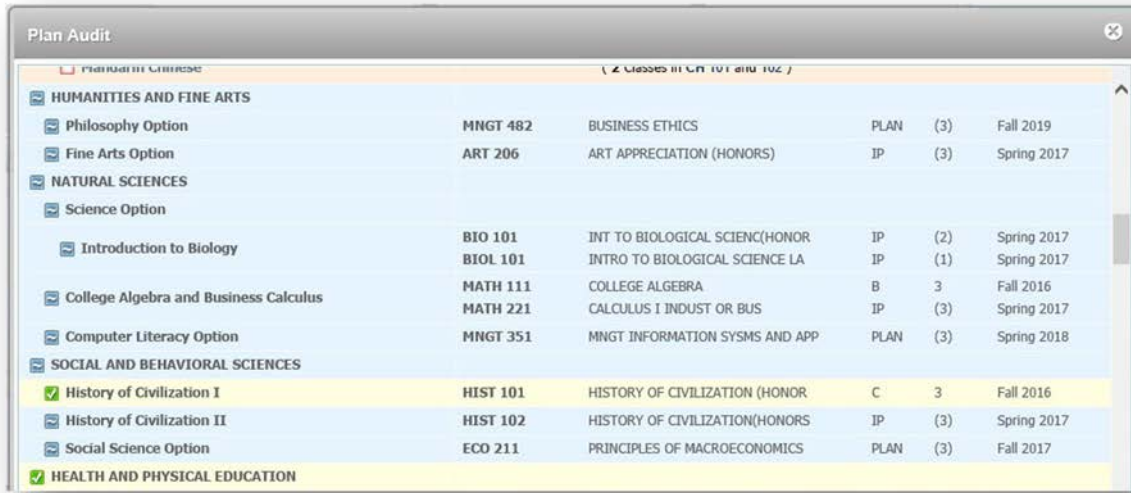

For purposes of this guide, we'll start with an already built template. Select the desired template from the list. Notice there are many ways to search for a specific template – either by scrolling through the list or typing in the name of the template in the Search field.

Description	Level	Degree	Major	Catalog Year	Term Scheme	ID	Who	Modified
BA in Political Science (I	UG	BA	PS	2017	FALL_START	T0000016	Manager, Degree Works	10/28/16
BA in Political Science (I	UG	BA	PS	2017	FALL_START	T0000026	Manager, Degree Works	10/28/16
BA in Sociology 2016-2(	UG	BS	SOC	2017	FALL_START	T0000060	Manager, Degree Works	1/4/17
BA in Speech (Theatre)	UG	BA	SPCH	2017	FALL_START	T0000092	Manager, Degree Works	1/4/17
BA in Urban Studies 201	UG	BA	UA	2017	FALL_START	T0000050	Manager, Degree Works	1/4/17
BBA in Accounting 2016	UG	BBA	ACCT	2017	FALL_START	T0000009	Manager, Degree Works	10/31/16
BBA in Business Admini	UG	BBA	BSAD	2017	FALL_START	T0000012	Manager, Degree Works	9/26/16
BBA in Economics 2016	UG	BBA	ECON	2017	FALL_START	T0000022	Manager, Degree Works	10/31/16
BBA in Entrepreneurship	UG	BBA	ENTR	2017	FALL_START	T0000018	Manager, Degree Works	10/31/16
BBA in Management 20	UG	BBA	MGNT	2017	FALL_START	T0000039	Manager, Degree Works	10/31/16
BM in Music (Instrument	UG	BM	MUS	2017	FALL_START	T0000089	Manager, Degree Works	1/4/17
BM in Music (Jazz Studi	UG	BM	MUS	2017	FALL_START	T0000086	Manager, Degree Works	1/11/17
BM in Music (Music Tecl	UG	BM	MUS	2017	FALL_START	T0000087	Manager, Degree Works	11/2/16
BM in Music (Piano Perf	UG	BM	MUS	2017	FALL_START	T0000088	Manager, Degree Works	11/2/16
BME in Music Education	UG	BME	MUED	2017	FALL_START	T0000079	Manager, Degree Works	11/2/16

Next select the term you will use to start the plan and click OK.

Now review the plan and determine if there needs to be any adjustments for the student you are advising.
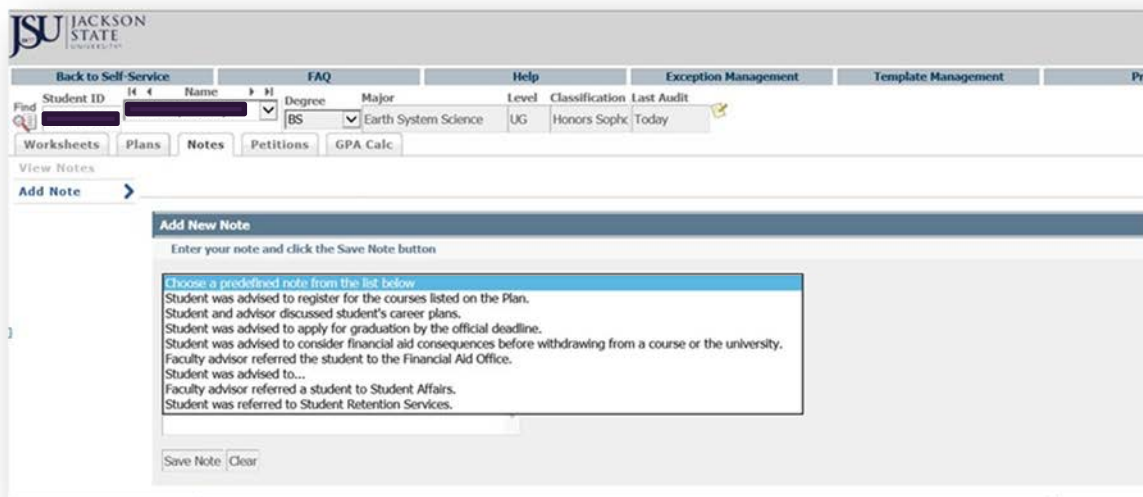
Now you can run an audit of the plan to view when courses will be taken based on the template you selected.

Adding notes to an audit

When meeting with a student you may want to include a note about the meeting, such as what you advised the student on during the session. A drop down menu of predefined notes will help keep notes consistent across all advisors. Notes may also be typed in free form and saved by clicking on the Save Note button under the free-form area. Notes will be visible to all advisors and the student. The note will appear at the bottom of the student's audit along with the advisor's name and date entered into the system.

Notes are only viewable by advisors and administrators. As the date the note is added is captured in Degree Works, the note can provide an historical reference as to what happened during a particular advising session with a student.
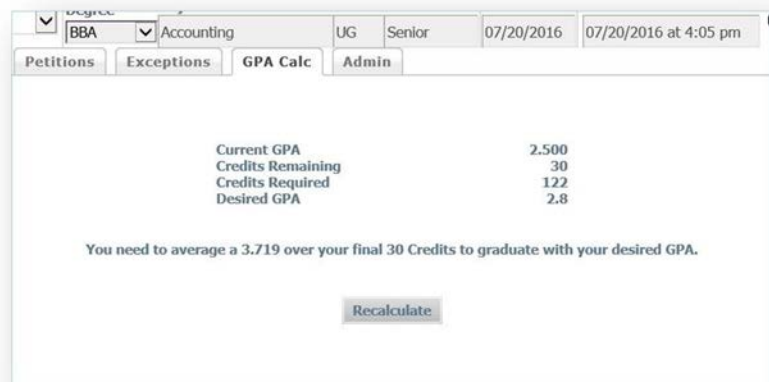
Handling substitutions and exceptions

This section is under review and will be updated by the next release of this guide.

Using the GPA calculator

The calculators tab will allow a student to determine the effect of grades on GPA and plan remaining coursework and effort to maintain a desired GPA. A student can use the functionality to calculate GPA in a number of ways.

For example, the GPA Calculator allows students to input a desired GPA to calculate what GPA is needed in the remaining degree program to achieve a desired overall GPA. The student below has a current 2.5 GPA but is hoping to graduate with a 2.8. Using the calculator, the student would need to average a 3.719 in all remaining courses (30 credits) to end with a 2.8 at time of graduation.

What If Analysis

Students will also be able to use the What If Analysis tool to plan a change of major, minor, or concentration. After selecting the Catalog Year and the major the student is interested in, the audit will run when you click on the Process What If button.

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Look Ahead

The Look Ahead functionality allows students to select a course they'd like to take in a coming term and see where it might be applied on the degree audit or toward current degree enrollment. By clicking Look Ahead, you will be able to enter the course and number and add it to the courses under consideration on the right.

When all courses have been added to the list, process a new audit. The courses will show on the audit with the word PLAN in the grade field and Planned Term in the semester field.

Using the Transfer Equivalency feature

The Transfer Equivalency functionality within Degree Works allows incoming students to see which credits will transfer to Jackson State, increases the potential for transfer enrollment, and helps transfer students easily map courses from their previous institution to JSU programs of study.
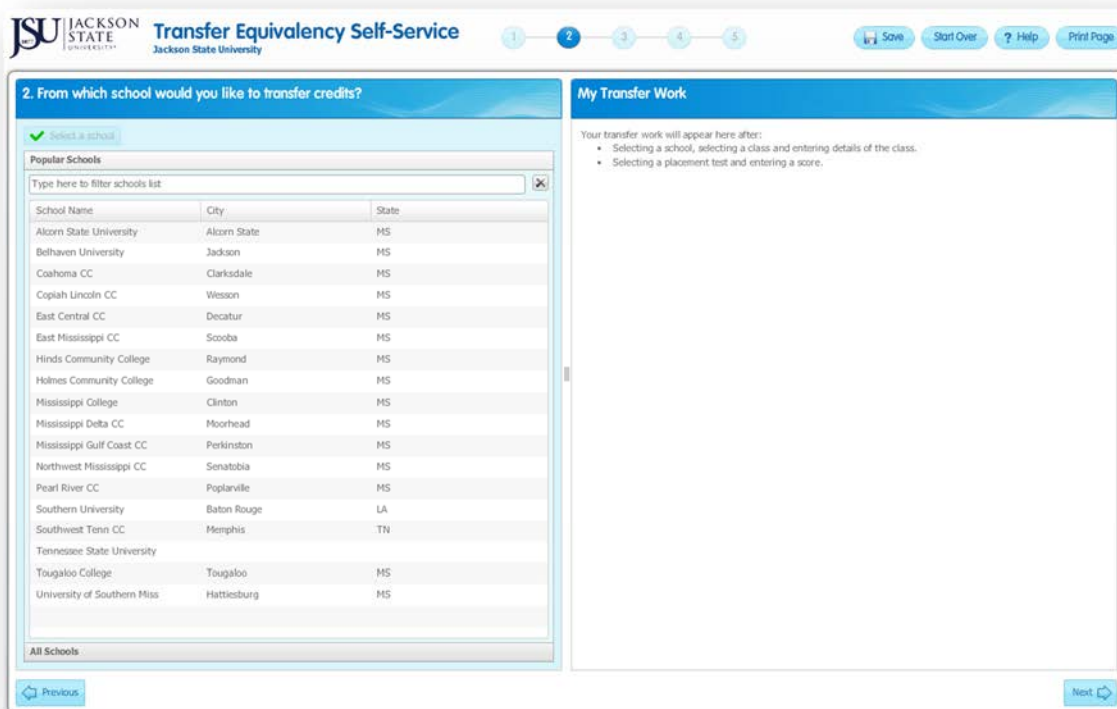
The link to Transfer Equivalency can be found on the JSU website.
- http://www.jsums.edu/admissions/requirements/transfer-students/
- http://www.jsums.edu/ugstudies/the-office-of-transfer-student-services-2/

A student would first select his/her intended degree, major/minor, and concentration, the enrollment term, and the level being pursued (undergraduate, for example).

The student would then select his/her school where credits were received from the list of all schools presented. A broad selection of colleges and universities are listed.

After the school is selected, the student would begin to build out all the courses (s)he would like to transfer to Jackson State to see which ones would be accepted for the desired degree/major/concentration.

Once all courses are selected, the student will have a list of courses that would articulate to JSU. These are indicated with a 'green' arrow.

The student can then run an audit on his/her selected degree and see where the articulated courses would fit into the overall program of study.

For additional help

In addition to this guide, please visit the JSU website for more information about Degree Works, including our Frequently Asked Questions (FAQs) page:

- http://www.jsums.edu/informationtechnology/degree-works/
- http://www.jsums.edu/informationtechnology/degree-work-faq/

If you experience any difficulties, such as an inability to log into Degree Works or students not showing up who should be in the system, please send an email to BannerPaws@jsums.edu. If possible, include the Student's j# and your J# to expedite troubleshooting.

Stay tuned for more training and new functionality in the coming months….