



DEGREE WORKS ADVISOR GUIDE

This guide will cover the Main Menu and Worksheets tab in Degree Works from the advisor viewpoint.

Arkansas State University Degree Works Audit Pro

Student View A000181T as of 08/28/2018 at 09:31

Student	Ad	Level	Undergraduate	Graduation Term	
ID		Degree	Bachelor of Science	Pending Graduation	
Classification	Senior	Major	Accounting	Graduation Status	
Overall GPA	3.416	Concentration			
Institutional GPA	2.785	Minor			
Academic Standing	Good Standing	Sport		Advisor	

Requirements 81%

This is an estimation of your degree progress, which is based on the number of boxes checked below.

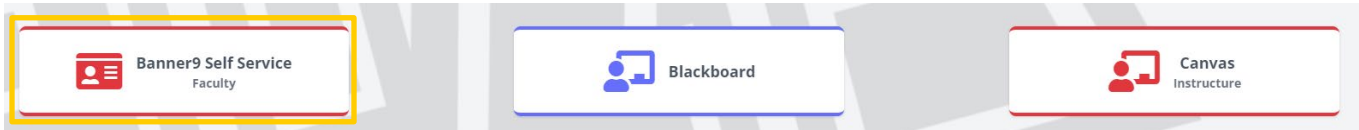
Bachelor of Science Bulletin Year: 2017-2018 Credits Required: 120 Credits Applied: 113

Unmet conditions for this set of requirements: You have taken 113 credits but still need 7 more.

- Minimum 30 credits taken at Arkansas State University
- Last 30 of 36 credits taken at Arkansas State University

To access Degree Works:

1. Login to my.AState (<http://my.astate.edu/>) and select "Banner9 Self Service Faculty"



2. Select "Degree Works – Degree Evaluation"

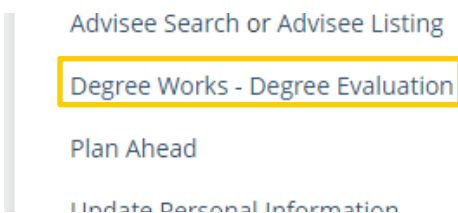
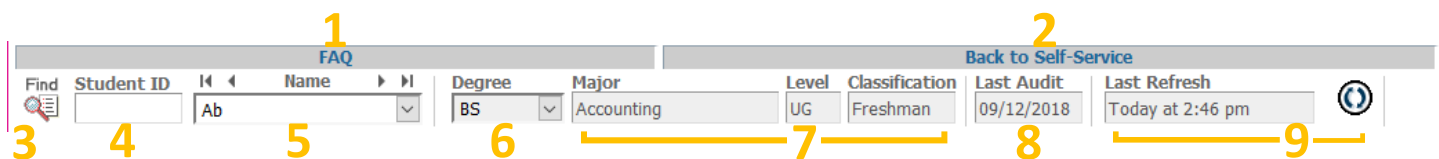


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MAIN MENU

The top bar (pictured below) is the Main Menu and is used to navigate within Degree Works.



1. **FAQ:** Follow this link to view the Degree Works Frequently Asked Questions page of the A-State website.
2. **Back to Self-Service:** This links back to Self-Service.
3. **Find:** Click this button to open a search window. Search is explained in more detail on the next page and is used to find a group of students to load into the main menu.
4. **Student ID:** This field displays the student's ID number. Quickly view a student by entering their ID number in this field and then hitting 'Enter' on the keyboard. The ID number entered does not have to be a student from the group loaded into the main menu.
5. **Name:** The student's name is displayed here, and it also contains different ways to move between students in the loaded group. The drop-down will show the list of students' names; selecting a name will display that student's record. The lone triangles left and right will move between students in the group one at a time. The triangles pointing toward a line will move to the very first (left) or very last (right) student in the group. For advisors, all students coded as advisees in Banner are loaded into the main menu upon login. The first student alphabetically is open on the worksheet tab.
6. **Degree:** This displays the degree that the student is pursuing. If a student is pursuing a double-degree each degree audit must be run separately; you can switch between degrees by using the drop-down arrow and selecting the appropriate degree. If a degree is followed by an asterisk (*) this is a program the student has applied for but has not yet been accepted.
7. **Major, Level, Classification:** These fields display the information associated with the selected degree.
8. **Last Audit:** The date of the last time an audit was run for the student is displayed here. Audits are not updated after students register for classes, have final grades posted, change their major, declare a minor, etc. until you process a new audit. If the last audit date occurred before the last refresh date, a new audit should be processed in order for the most accurate information to be displayed.
9. **Last Refresh:** Student data is refreshed in Degree Works from Banner. This displays the last date and time the student's data was pulled from Banner. Data is refreshed automatically every night. If the data was pulled at 2:00AM and the student registered for classes at 10:00AM that data won't be reflected in Degree Works until the next refresh. The button next to the date and time can be used to refresh a single student manually. This should be used sparingly as it slows down both Degree Works and Banner when used.

SEARCH

Clicking the 'Find' button on the Main Menu will open a search window (pictured below) to search for students. The window is divided into two sections: the search criteria (top) and the results (bottom).

The screenshot shows the 'Find Students' search window. The top section is for search criteria, with a red header 'Find Students' and a 'Find' icon. Below the header are input fields for 'Student ID', 'First Name', and 'Last Name'. There are several dropdown menus for 'Degree', 'Level', 'Classification', 'Bulletin Year', 'Major', 'Minor', 'Concentration', 'Sport', and 'Graduation Term'. Below these are 'Search' and 'Clear' buttons. A 'Chosen Repeatable Search Criteria' box with a 'Remove' button is also present. The bottom section is for results, with a red header 'Student Search: Enter your criteria and click "Search" to find students.' and a table with columns for 'Student ID', 'Name', 'Degree', 'Major', 'Level', and 'Classification'. Below the table are 'OK', 'Cancel', 'Check All', and 'Uncheck All' buttons. A vertical yellow line on the left side of the window is labeled 'search criteria' and 'results'.

1. **Search**: To execute a search after selecting criteria, click this button.
2. **Clear**: This button is used to clear all entered search criteria and begin a fresh search.
3. **Remove**: If there is repeatable search criteria in the box, it can be removed without clearing the search by highlighting/selecting the criteria and clicking this 'Remove' button.
4. **OK**: Clicking 'OK' will load the checked search results as the group on the main menu. It's tempting to click this button in order to execute a search. DO NOT DO THIS. If you click this before clicking 'Search,' no results will be present and you'll have to start over with clicking 'Find' and selecting search criteria.
5. **Cancel**: This button is used to cancel the search without loading the results into the main menu.
6. **Check All**: To check all search results for inclusion in the main menu group, click this button.
7. **Uncheck All**: All results will automatically be checked when the results are populated. To uncheck them and check only select results use this button.

Search criteria includes ID number, name, curriculum information, University sport, and graduation term. An example search is shown below. The search criteria are Degree: Bachelor of Science; and Major: Accounting. Notice that that major is listed in the 'Chosen Repeatable Search Criteria' box instead of on the drop-down like the degree is listed. This is because more than one major can be selected.

Degree Works can only load 200 students at a time, so any search that results in more than 200 students will let you know how many results were found and only give you 200 of those students. Doing the same search may not always result in the same 200 students, so it's best to refine your search as much as possible in order to return 200 or less students. The example above returns more than 200 students; an example of the notification message is below.

After clicking 'OK' the 200 students will be included in the results section of the search window. Students can be checked or unchecked to determine which will be loaded into the main menu. 'OK' will load them into the main menu.

Students Found: 200

	ID	Name ▲	Degree	Major	Level	Classification
<input checked="" type="checkbox"/>		Ab	BS	Accounting	UG	Freshman
<input checked="" type="checkbox"/>		Ad	BS	Accounting	UG	Senior
<input checked="" type="checkbox"/>		Ag	BS	Accounting	UG	New Freshman
<input checked="" type="checkbox"/>		Ah	BS	Accounting	UG	Sophomore
<input checked="" type="checkbox"/>		Ai	BS	Accounting	UG	Senior
<input checked="" type="checkbox"/>		An	BS	Accounting	UG	Freshman

Buttons: OK, Cancel, Check All, Uncheck All

It's important to note that only students who meet all criteria entered are returned in the results. For example, below is the search from the previous example, but a second major (Business Administration) was added.

Find
Find Students

Student ID

First Name

Last Name

Degree
Bachelor of Science

Level
All Level Codes

Classification
All Classification Codes

Bulletin Year
All Bulletin Year values

Major
All Major Codes

Minor
All Minor Codes

Concentration
All Concentration Codes

Sport
No Sport Selected

Graduation Term
No Term Selected

Chosen Repeatable Search Criteria

MAJOR: Accounting
MAJOR: Business Administration
Remove

Search
Clear

Since two majors were entered only students who are pursuing both Accounting and Business Administration are included in the results. As shown below, this only returned one student.

Students Found: 1

	ID	Name ▲	Degree	Major	Level	Classification
<input checked="" type="checkbox"/>		L	BS NDS*	Accounting	UG UG	Junior Junior

OK
Cancel

Check All
Uncheck All

Level	Undergraduate
Degree	Bachelor of Science
Majors	Accounting Business Administration

WORKSHEETS TAB

The worksheets tab has three pages: worksheets, what if, and look ahead.

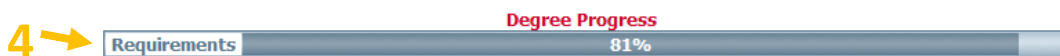
WORKSHEETS – DEGREE AUDIT

On the 'Format' drop-down select 'Student View' and click 'View' to display the degree audit. Clicking 'Create PDF' will create a PDF of the degree audit.



The top of the audit displays the student's academic information, like in the example below.

Student View A000181T as of 08/28/2018 at 09:31					
Student	Ad	Level	Undergraduate	Graduation Term	
ID		Degree	Bachelor of Science	Pending Graduation	
Classification	Senior	Major	Accounting	Graduation Status	
Overall GPA	3.416	Concentration			
Institutional GPA	2.785	Minor			
Academic Standing	Good Standing	Sport		Advisor	



This is an estimation of your degree progress, which is based on the number of boxes checked below.

1. Classification, GPA and academic standing are included in the first column along with the student's name and ID number. Clicking the student's name will open an email to the student about their degree audit.
2. The second column includes the student's curriculum information (level, degree, major, concentration, and minor). If the student is a University athlete their sport will also be in this column.
3. The advisor assigned to the student in Banner is on the bottom of the third column; clicking the advisor's name will open an email to them about the degree audit. If the student has applied for graduation, their graduation information will be included at the top of the third column.
4. An estimation of percent completion is displayed on the Degree Progress bar below the columns.

The very bottom of the degree audit contains the legend below. The left four icons are ways that requirements will be marked: complete, not complete, in progress, or nearly complete. The three icons on the right are used in requirements.

Legend			
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	<input checked="" type="checkbox"/> (T) Transfer Class	: Represents range of classes
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	<input checked="" type="checkbox"/> @ Any course number	

Examples of requirements:

An accounting elective may say "ACCT @" meaning any course with the 'ACCT' prefix

An open elective may say "@ 1000:4999" meaning an undergraduate course with any prefix

An upper-level MGMT elective may say "MGMT 3000:4999" meaning any 3000- or 4000-level MGMT course

The degree audit is broken into blocks, which are sections of requirements. Every block has a blue header that shows the bulletin year and required credits for that block, if applicable. The typical order of blocks, and an explanation of each type, is included on the next few pages.

DEGREE

The degree block includes requirements for overall hours, residency hours, GPA, etc. and lists other required blocks such as general education, major, etc. When a student doesn't meet a requirement the audit will say 'Still Needed' followed by the requirement and/or advice. In the example below, the student doesn't meet the upper-level credits requirement and advice is listed. If the requirements for a block that's called in aren't met the advice will link to that block.

Bachelor of Science		Bulletin Year: 2017-2018	Credits Required: 120
		Credits Applied: 113	
Unmet conditions for this set of requirements: You have taken 113 credits but still need 7 more.			
<input checked="" type="checkbox"/>	Minimum 30 credits taken at Arkansas State University		
<input checked="" type="checkbox"/>	Last 30 of 36 credits taken at Arkansas State University		
<input type="checkbox"/>	Minimum 45 upper-level credits	Still Needed:	Complete a minimum of 45 semester hours of upper-level courses after earning 30 degree-credit hours. (Upper-level courses completed by a student before he/she has earned 30 degree-credit hours cannot be counted toward this requirement.) You have taken 39 upper-level credits but still need 6 more.
<input checked="" type="checkbox"/>	A minimum GPA of 2.25 is required		
<input checked="" type="checkbox"/>	A minimum Institutional GPA of 2.0 is required		
<input checked="" type="checkbox"/>	General Education Requirements		
<input type="checkbox"/>	College of Business Core	Still Needed:	See College of Business Core section
<input type="checkbox"/>	Major Requirements	Still Needed:	See Major in Accounting section

Advice is taken off once a requirement is met. Above, the student has completed their general education requirements, so that's highlighted green and checked off.

GENERAL EDUCATION

The general education blocks include a Making Connections course. If a student meets the transfer requirements to waive this course, the audit will automatically mark the requirement as complete:

General Education Requirements	Bulletin Year: 2017-2018
MAKING CONNECTIONS met with Transfer Work	

For students who have completed a previous degree, the general education section shows as complete **except** for courses specifically required by the major (ex. MATH 2143) and courses required by the state (ex. ENG 1003, 1013):

<input checked="" type="checkbox"/>	COMMUNICATION					
<input checked="" type="checkbox"/>	Composition I	ENG 1003	COMPOSITION I	A	3	2008 Interim
		Satisfied by	ENG1003 - FRESH ENGLISH I - Arkansas State Univ Beebe			
<input checked="" type="checkbox"/>	Composition II	ENG 1013	COMPOSITION II	A	3	2009 Summer
		Satisfied by	ENG1013 - FRESH ENGLISH II - Arkansas State Univ Beebe			
<input checked="" type="checkbox"/>	MATHEMATICS	MATH 2143	BUSINESS CALCULUS	A	3	2010 Summer
		Satisfied by	MATH2143 - CALCULUS BUS APPL - Arkansas State Univ Beebe			
<input checked="" type="checkbox"/>	SCIENCE					
<input checked="" type="checkbox"/>	LIFE SCIENCE met with Previous Degree					
<input checked="" type="checkbox"/>	PHYSICAL SCIENCE met with Previous Degree					
<input checked="" type="checkbox"/>	FINE ARTS & HUMANITIES					
<input checked="" type="checkbox"/>	Fine Arts met with Previous Degree					
<input checked="" type="checkbox"/>	Humanities met with Previous Degree					

The example above also illustrates how transfer work is displayed on the audit. Beneath the requirement, there's a note that says 'Satisfied by...' the course number and name at the transfer institution, and the institution's name.

The example below shows different types of choice requirements. For mathematics, the student can choose between three single classes; any one class in MATH 2143, MATH 2194, or MATH 2204 would satisfy the requirement.

<input type="checkbox"/> MATHEMATICS	Still Needed: 1 Class in MATH 2143 or 2194 or 2204
<input type="checkbox"/> SCIENCE	
<input type="checkbox"/> LIFE SCIENCE	Still Needed: Choose from 1 of the following:
<input type="checkbox"/> Biological Science & Lab	(2 Classes in BIOL 1003 and 1001) or
<input type="checkbox"/> Biology of Sex & Lab	(2 Classes in BIOL 1033 and 1001) or
<input type="checkbox"/> People & Environment & Lab	(2 Classes in BIOL 1063 and 1001) or
<input type="checkbox"/> Biology of the Cell & Lab	(2 Classes in BIO 2013 and 2011) or
<input type="checkbox"/> Microbiology for Nursing & Allied Health & Lab	(2 Classes in BIO 2103 and 2101) or
<input type="checkbox"/> Human Anatomy & Physiology I & Lab	(2 Classes in BIO 2203 and 2201)

For life science, the student must choose from six groups of lecture and lab pairs. In this type of requirement, the grouped courses must both be completed in order to meet the requirement, i.e. only completing BIOL 1003 and BIO 2201 would not satisfy the requirement as they aren't grouped in the requirement.

MAJOR, EMPHASIS, MINOR, OTHER REQUIREMENTS

Every student has a major block, and might also have blocks for an emphasis, minor, or other requirements such as a set of Core Courses, Additional Support Courses, Professional Education Requirements, etc.

Major in Accounting		Bulletin Year: 2017-2018	Credits Required: 33
		Credits Applied: 9	
Unmet conditions for this set of requirements: You have taken 9 credits but still need 24 more.			
<input type="checkbox"/> A minimum Major GPA of 2.5 is required.	Still Needed:	A minimum Major GPA of 2.5 is required but your Major GPA is 0.000. Any grade of 'F' that has not been replaced is included in the GPA calculation.	
Students must maintain a minimum Major GPA of 2.5 AND a grade of at least a 'C' for each required course in the major.			
<input checked="" type="checkbox"/> Intermediate Accounting I	ACCT 3003	INTERMEDIATE ACCOUNTING I	REG (3) 2018 Fall
<input type="checkbox"/> Intermediate Accounting II	Still Needed:	1 Class in ACCT 3013	
<input type="checkbox"/> Intermediate Accounting III	Still Needed:	1 Class in ACCT 3033	
<input checked="" type="checkbox"/> Cost Accounting with a Managerial Emphasis	ACCT 3053	COST ACCOUNTING MANAGERIAL EMP	REG (3) 2018 Fall
<input checked="" type="checkbox"/> Tax Accounting I	ACCT 4013	TAX ACCOUNTING I	REG (3) 2018 Fall
<input type="checkbox"/> Accounting Information Systems	Still Needed:	1 Class in ACCT 4033	
<input type="checkbox"/> Auditing I	Still Needed:	1 Class in ACCT 4053	
<input type="checkbox"/> Government & Not-For-Profit Accounting	Still Needed:	1 Class in ACCT 4123	
<input type="checkbox"/> Law of Business Organizations	Still Needed:	1 Class in LAW 4043	
<input type="checkbox"/> Upper-level Accounting Electives	Still Needed:	6 Credits in ACCT 3000:4999 <u>Except</u> ACCT 3063 or 4153 or 430V or 478V	

The 'in-progress' icon is demonstrated in the above example. Along with the icon and being highlighted in blue, in-progress courses also have 'REG' in place of a final grade. A range is also shown in the final major requirement above.

ADDITIONAL EARNED HOURS

Below the requirement blocks is a list of Additional Earned Hours. These are courses that count toward the student's overall credits and GPA, but don't satisfy a specific degree requirement. Many transfer courses end up here.

Additional Earned Hours		Credits Applied: 44		
BIOL 1001 BIOLOGICAL SCIENCE LAB	A	1	2011 Interim	
Satisfied by: BIOL 1004 - BIOLOGICAL SCIENCE - Arkansas State Univ Beebe				
BIOL 1003 BIOLOGICAL SCIENCE	A	3	2011 Interim	
Satisfied by: BIOL 1004 - BIOLOGICAL SCIENCE - Arkansas State Univ Beebe				
COMS 1203 ORAL COMMUNICATION	A	3	2011 Summer	
Satisfied by: SPCH1203 - ORAL COMMUNICATION - Arkansas State Univ Beebe				
ECON 2113 BUSINESS STATISTICS I	A	3	2009 Interim	
Satisfied by: QM2113 - BUSINESS STATISTICS - Arkansas State Univ Beebe				

WITHDRAWN, FAILED, OR REPEATED

Under the Additional Earned Hours is a list of Withdrawn, Failed, or Repeated courses.

Withdrawn, Failed, or Repeated					
ACCT 3053	COST ACCOUNTING MANAGERIAL EMP	F	0	2017	Fall
LAW 4043	LAW OF BUSINESS ORGANIZATIONS	D	0	2018	Spring

If a required course is failed, it will be listed here instead of in the requirement block. **NOTE:** The failing grade will still be included in the GPA calculations, etc. for that requirement block until it's replaced.

IN-PROGRESS

The student's in-progress courses are listed next. This includes classes for the next semester if they've registered.

In-progress					
FIN 3723	FINANCIAL ANALYTICS MODELING	REG	3	2018	Fall
FIN 3773	FINANCIAL RISK MANAGEMENT	REG	3	2018	Fall
FIN 4723	INVESTMENTS	REG	3	2018	Fall
SPAN 1023	ELEMENTARY SPANISH II	REG	3	2018	Fall
STAT 3233	APPLIED STATISTICS I	REG	3	2018	Fall

NOT COUNTED

Coursework that isn't counted toward degree requirements is listed here. Many of these are developmental courses.

Not Counted					
MATH 0003	DEVELOPMENTAL ALGEBRA	A	0	2008	Interim
Satisfied by: MATH0003 - DEV ALGEBRA - Arkansas State Univ Beebe					
MATH 0013	INTERMEDIATE ALGEBRA	A	0	2009	Summer
Satisfied by: MATH1003 - INTERMED ALGEBRA - Arkansas State Univ Beebe					

WHAT IF

If a student is thinking about changing their major, emphasis, etc. the 'what if' page of the worksheets tab can show how their completed and in-progress coursework would satisfy the requirements of a different program. On the what-if page the new curriculum is selected from drop-down menus. The additional area of study section can be used if the student may want to double-major. 'Choose your future classes' is similar to 'Look Ahead' (discussed later in this guide.)

The screenshot shows the 'What If' page in a student system. At the top, there are tabs for 'Worksheets', 'Plans', and 'GPA Calc'. The 'Worksheets' tab is active, and the 'What If' sub-tab is selected. A 'Format:' dropdown is set to 'Student View', and a 'Process What-If' button is highlighted in yellow. To the right of this button are checkboxes for 'Include in-progress classes' and 'Include preregistered classes', both of which are checked. Below this is a 'Disclaimer' box, also highlighted in yellow, which states: 'Please note the "What-If Analysis" does not automatically update your curriculum in the system. In order to change your curriculum, please visit with your academic advisor or department that houses the major you are considering changing to and request a Change of Major e-form to be submitted.' Under the disclaimer is the 'Select your primary area of study' section, which is also highlighted in yellow. It contains several dropdown menus: 'Bulletin Year' (2017-2018), 'Program' (BSA - Agriculture), 'Level' (Undergraduate), 'Degree' (BS in Agriculture), 'Major' (Agricultural Studies *), 'Concentration' (Agricultural Education), and 'Minor' ((pick a Minor)). Below this is the 'Select your additional areas of study' section, which is partially visible and includes a 'Major' dropdown set to '(pick a Major)', a 'Concentration' dropdown set to '(pick a Concentration)', and an 'Add' button. A 'Chosen Areas of study' list is also visible on the right side of the page.

To run the what-if scenario, select 'Process What-If.'

A degree audit will load within what-if using the curriculum information entered.

Worksheets Plans GPA Calc

Worksheets

What If >

Look Ahead

Arkansas State University Degree Works Audit Prod

Student View W0000061 as of 10/18/2018 at 15:15 What If Audit

Student	Ad	Level	Undergraduate	Graduation Term	
ID		Degree	BS in Agriculture	Pending Graduation	
Classification	Senior	Major	Agricultural Studies	Graduation Status	
Overall GPA	3.416	Concentration	Agricultural Education		
Institutional GPA	2.785	Minor			
Academic Standing	Good Standing	Sport		Advisor	

Requirements 33% **Degree Progress**

This is an estimation of your degree progress, which is based on the number of boxes checked below.

Bachelor of Science in Agriculture Bulletin Year: 2017-2018 Credits Required: 120
Credits Applied: 113

Unmet conditions for this set of requirements: You have taken 113 credits but still need 7 more.

- Minimum 30 credits taken at Arkansas State University
- Last 30 of 36 credits taken at Arkansas State University

In the example above, the student would only meet 33% of the requirements for the proposed curriculum. Scrolling down would show where specific courses would meet requirements within the degree audit.