DEGREE WORKS RESPONSIVE DASHBOARD

TRAINING MANUAL

August 2022
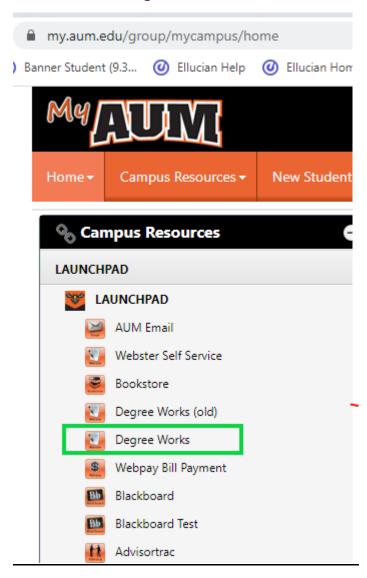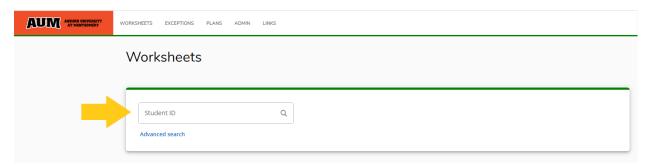
Table of Contents

Degree Works is an academic advising and degree audit tool that helps advisors and students track their degree progress in real-time. It tracks coursework, grades, GPA requirements, credits and other relevant student data, and displays the information in accordance with program requirements. This tool allows advisors and students to quickly identify outstanding requirements and make a plan to achieve degree completion on time.
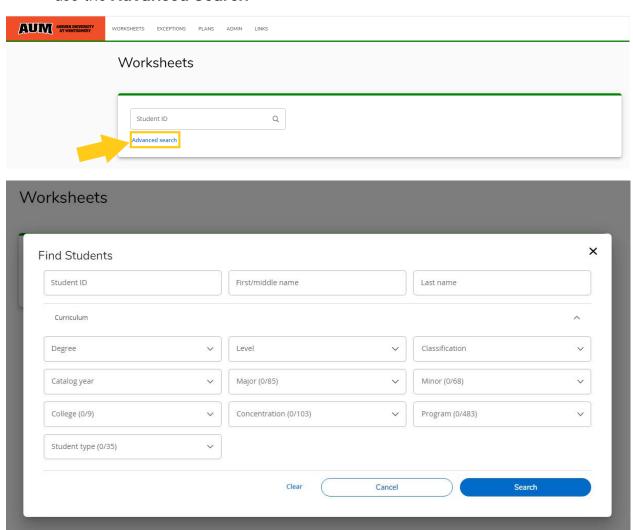
How to ACCESS DEGREE WORKS

1. Go to **my.aum.edu**
2. Look in the **LAUNCHPAD**
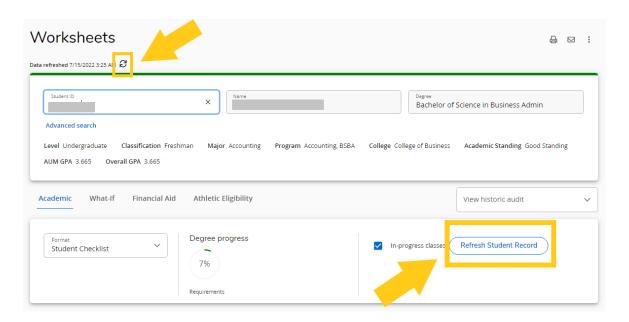3. Click on **Degree Works**

4. Put in the Student S# and press Enter on your keyboard

5. If you do not know the student's S# or you are looking for a group of students, you can use the **Advanced Search**
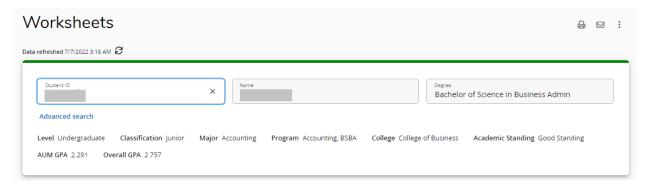
6. First thing you must do when you enter a student's record is to click on **Refresh Student Record**. This applies any changes that have been made to the Degree Works record. If you know that information has been entered into the student's Banner record but it is not showing in their Degree Works, click on the circle arrows on the top left to pull in those changes.
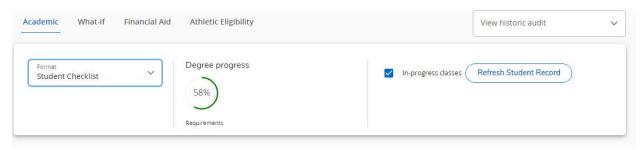

DEGREE AUDIT WORKSHEET OVERVIEW

Student Header

The Student Header provides useful information regarding the student such as major, degree, college, academic standing, AUM GPA and Overall GPA as well as any holds that are in place.
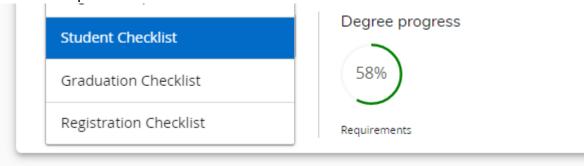
Degree Progress

The Degree Progress shows the percentage complete of the student's requirements.

Progress will not equal 100% until all of the courses are complete and graded. A graduating senior who has completed all credits and course requirements and is preparing for graduation will reach 98% until the grades are submitted at the end of the term.

Format Selection
The default format is Student View. You can change the format of the audit by selecting the Format drop-down.

Student View - The default and most frequently used format. Displays a detailed view of the student's degree requirements.

Graduation Checklist - Displays which courses fulfilled each requirement.

Registration Checklist - Displays outstanding requirements and suggestions to fulfill them.

Degree Audit Blocks

The Degree Audit is divided into multiple sections called blocks. The blocks will show the student's progress towards their degree.

Collapse and Expand Blocks

You can collapse the blocks for quick navigation through the audit. To collapse all of the blocks in the audit, select Collapse all.

To expand all of the blocks in the audit, select Expand all. You can also use the arrows within each block to collapse and expand a single block.

Each block header includes the catalog year, the GPA for the courses in that block and if the requirements of the block have been completed. The first block is the Degree Overview. It shows a summary of the main components necessary to obtain the degree.
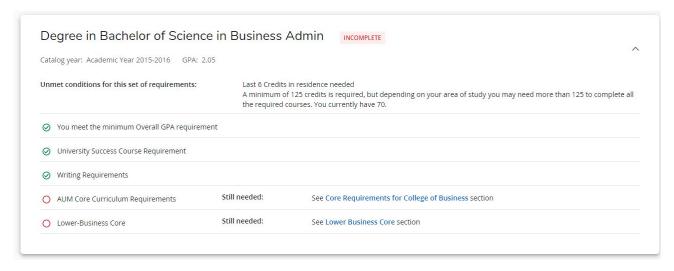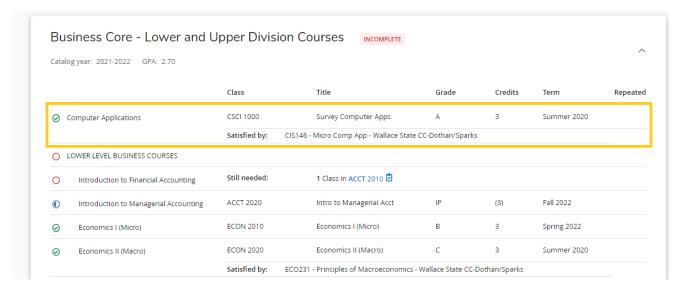
Degree in Bachelor of Science in Business Admin   INCOMPLETE

Catalog year: Academic Year 2015-2016   GPA: 2.05

Unmet conditions for this set of requirements: Last 6 Credits in residence needed
A minimum of 125 credits is required, but depending on your area of study you may need more than 125 to complete all the required courses. You currently have 70.

⊘ You meet the minimum Overall GPA requirement

⊘ University Success Course Requirement

⊘ Writing Requirements

○ AUM Core Curriculum Requirements   Still needed: See Core Requirements for College of Business section

○ Lower-Business Core   Still needed: See Lower Business Core section

The subsequent blocks show important information like Student Attributes for Specialized Programs, Graduation Application status and the credits that have been completed and how they have been completed. They also show incomplete requirements and instructions for how to complete them.
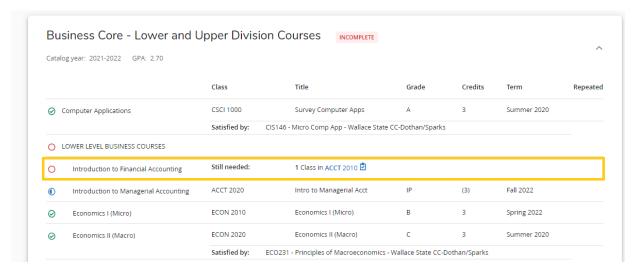
Completed Requirements
The requirements that the student has completed are denoted by a green check mark. The course name, students' grade, number of credits, and term the course was taken are to the right of the requirement. It will also indicate if the course was transferred in by listing the transferring University.

Business Core - Lower and Upper Division Courses   INCOMPLETE

Catalog year: 2021-2022   GPA: 2.70

	Class	Title	Grade	Credits	Term	Repeated
⊘ Computer Applications	CSCI 1000	Survey Computer Apps	A	3	Summer 2020	
	Satisfied by:	CIS146 - Micro Comp App - Wallace State CC-Dothan/Sparks				
○ LOWER LEVEL BUSINESS COURSES						
○ Introduction to Financial Accounting	Still needed:	1 Class in ACCT 2010 📋				
◐ Introduction to Managerial Accounting	ACCT 2020	Intro to Managerial Acct	IP	(3)	Fall 2022	
⊘ Economics I (Micro)	ECON 2010	Economics I (Micro)	B	3	Spring 2022	
⊘ Economics II (Macro)	ECON 2020	Economics II (Macro)	C	3	Summer 2020	
	Satisfied by:	ECO231 - Principles of Macroeconomics - Wallace State CC-Dothan/Sparks				

Incomplete Requirements

The requirements that a student has not completed are denoted by a red circle. The course that is still needed to satisfy the requirement is listed to the right.
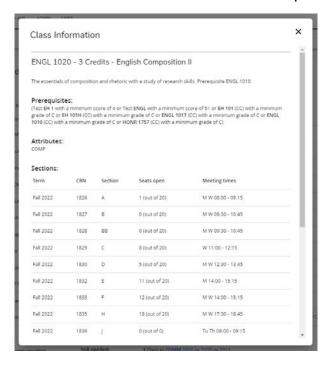

Course Information

To get more information about a course that will satisfy a requirement, select the name of the course. Note: The check mark icon next to the course name denotes a prerequisite is needed.

The Course Information window will appear. You will see prerequisite information, course information, and the sections that are scheduled for a current or upcoming term.
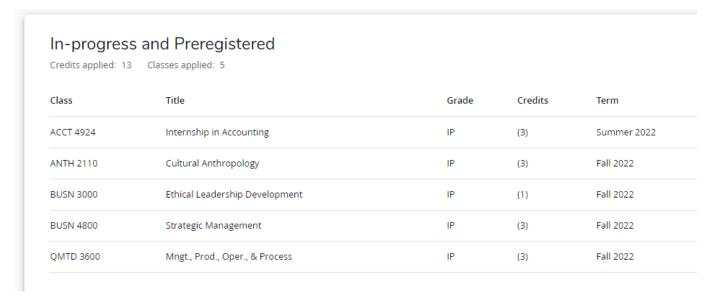
Requirements In-progress

The requirements that the student is currently registered for are denoted by a blue half-filled circle as well as an IP where the grade would go and the credit hours are in parenthesis.
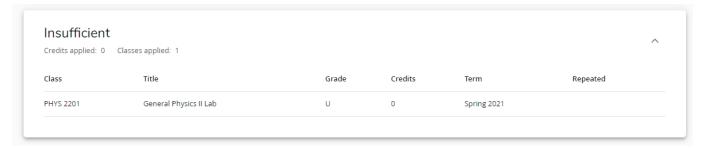
◐	Criminal Justice Info Systems	JUST 2010	Criminal Justice Info Systems	IP	(3)	Fall 2022
✓	Criminal Law	JUST 2620	Criminal Law	B	3	Spring 2022
✓	Organization and Administration	JUST 3040	Organization & Administration	C+	3	Spring 2021
○	Criminal Justice Ethics	Still needed:	1 Class in JUST 3220 ☑			
✓	Criminal Justice Policy	JUST 3570	Criminal Justice Policy	A	3	Spring 2022
◐	Stats & Data Management for Social Science	ECST 2760	Statistics for Social Sciences	IP	(3)	Fall 2022

In-progress and Preregistered Block

This block lists all of the courses the student is currently taking and is registered for in a future term.

In-progress and Preregistered

Credits applied: 13   Classes applied: 5

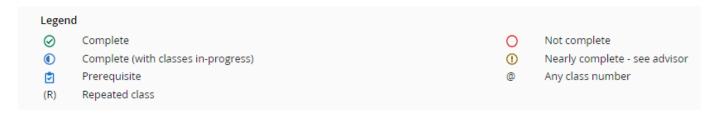| Class	Title	Grade	Credits	Term
ACCT 4924	Internship in Accounting	IP	(3)	Summer 2022
ANTH 2110	Cultural Anthropology	IP	(3)	Fall 2022
BUSN 3000	Ethical Leadership Development	IP	(1)	Fall 2022
BUSN 4800	Strategic Management	IP	(3)	Fall 2022
QMTD 3600	Mngt., Prod., Oper., & Process	IP	(3)	Fall 2022

Insufficient Courses Block

This block lists any courses that did not meet the minimum grade or some other requirement and cannot be used in the audit.

Insufficient

Credits applied: 0   Classes applied: 1

Class	Title	Grade	Credits	Term	Repeated
PHYS 2201	General Physics II Lab	U	0	Spring 2021	

Legend

At the bottom of the audit, you will see a legend that explains the icons found in the degree audit.

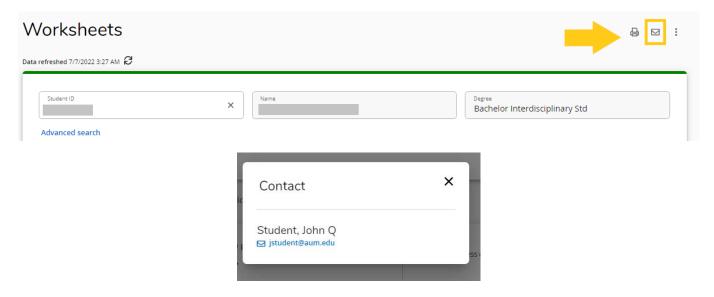| Legend			
⊘	Complete	○	Not complete
◑	Complete (with classes in-progress)	!	Nearly complete - see advisor
☑	Prerequisite	@	Any class number
(R)	Repeated class		

Print a Student's Degree Audit

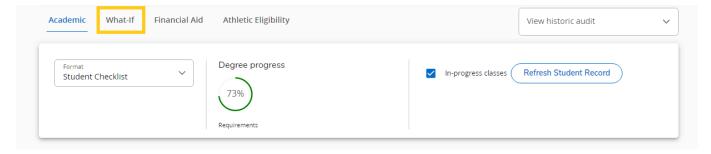Select the Printer icon at the top of the Degree Audit Worksheet to print the student's audit. The print options will appear.

Worksheets

Data refreshed 7/7/2022 3:27 AM

Student ID	×	Name	Degree
			Bachelor Interdisciplinary Std

Advanced search

Contact a Student

Select the Email icon at the top of the Degree Audit Worksheet. A popup will allow you to see the student's email address.

Worksheets

Data refreshed 7/7/2022 3:27 AM

Student ID	×	Name	Degree
			Bachelor Interdisciplinary Std

Advanced search

Contact ×

Student, John Q
✉ jstudent@aum.edu

What-If Analysis

The What-If Analysis allows you to apply a student's courses to different majors and/or minors to see how they would affect their progress.

Select **What-If**.

Use the drop-downs to select the appropriate information for the program and areas of study the student is considering.

Once you have entered the required information, select **Process**.

The What-If Analysis will appear with the alternative program's requirements and the student's progress towards the requirements.

GPA Calculator

Graduation Calculator

The Graduation Calculator is used to estimate the average GPA the student needs to maintain in their remaining terms to graduate with a desired GPA. This calculator can be helpful for a student who would like to graduate with specific honors.

The student's current GPA, number of credits remaining, and number of credits required are listed. Enter the GPA the student would like to earn upon graduation in the Desired GPA field. Select **Calculate**.

The average GPA the student must maintain to graduate with the desired GPA will be listed at the top of the window. Select **Recalculate** if you would like to input another desired GPA

Term Calculator
The Term Calculator will estimate the student's GPA based on anticipated grades for in-progress courses. The current GPA, credits earned, and in-progress courses are listed. Use the grade drop-downs to select the anticipated grade for each course.

If needed, select Add Course or select the trash icon to delete a course that is listed.

Once all the courses and anticipated grades are listed, select **Calculate**. The student's estimated GPA will be listed at the top of the window.

Select **Recalculate** to modify the anticipated grades.

Note: The GPA Calculator does not factor in possible Repeat to Replace options.

Class History

You can view **Class History** to get a term-by-term summary of the courses the student has taken and the grades earned.

Click on the **Ellipsis** on the top right and choose **Class History**.

The Class History window will appear with a chronological list of courses the student has taken.

Petitions

Petitions allow advisors to put in requests to make substitutions or approved changes to a plan for a particular student.

Note: If the student's plan in Degree Works looks different than the plan you are advising from, check the student's Catalog Year located on the top left of each block. That is the catalog that the plan you see is being pulled from. If the student wishes to be updated to the current plan, they can request that their Catalog of Concern be updated. This is done by using the Change of Major or Minor form located on the Registrar's Office webpage: www.aum.edu/registrars-office/important-forms This can save putting in a lot of Petitions but it must be the student's choice and can only be done at their request.

Click on the **Ellipsis** on the top right and choose **Petitions**.

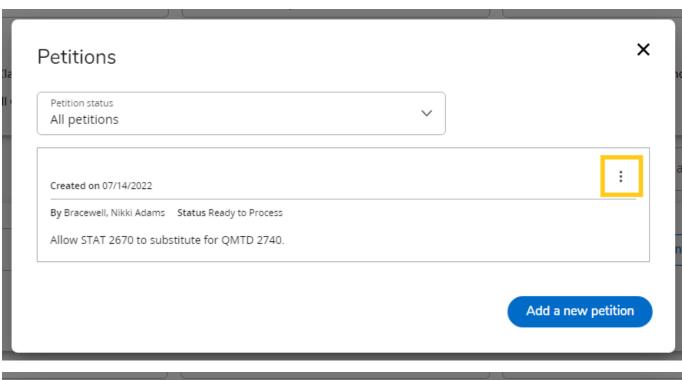Click on **Add a new petition**.

Enter the information for the substitution or approved change in the box and click **Save Petition**. Do not use quotation marks as they show up as random symbols when petition is viewed for processing.
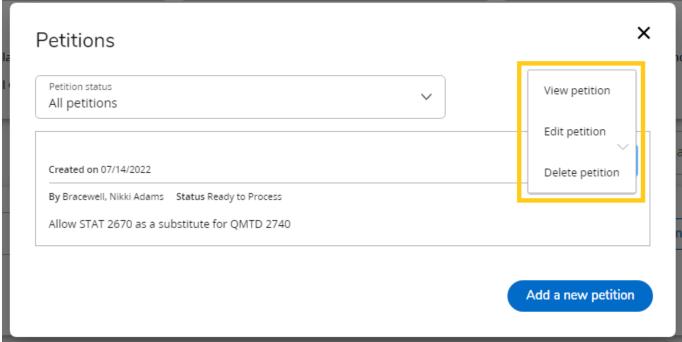

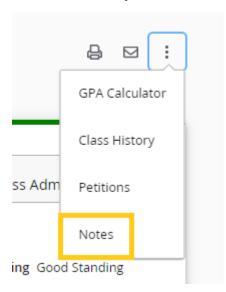Click on the **X** to close Petitions window.

To **Edit** or **Delete** a Petition, click on the **Ellipsis**. A dropdown will open with the options listed.
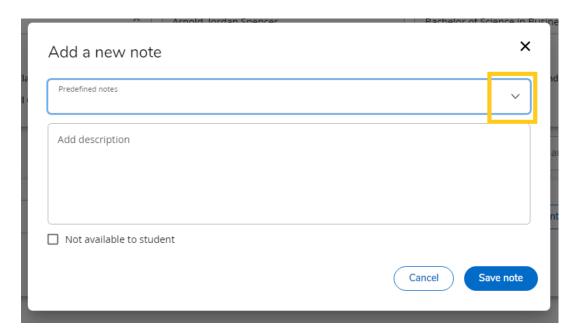
Notes

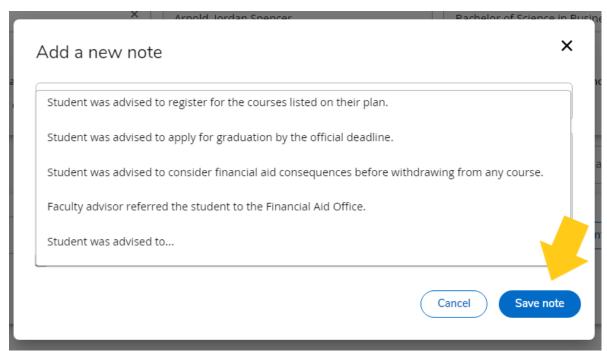Click on the **Ellipsis** and choose **Notes**.
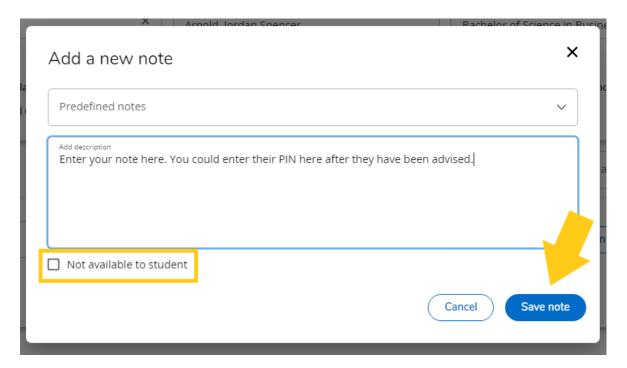

Click on **Add a new note**.

Clicking on the down arrow on the right will open a list of optional notes.
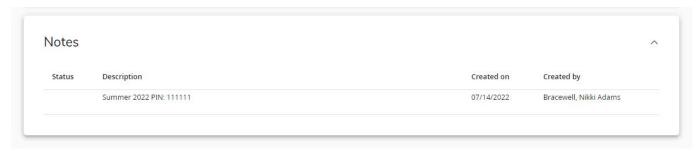
You may choose one of these and click on **Save note**:

Or you may enter your own note and click on **Save note**:

Add a new note ✕

Predefined notes ⌄

Add description
Enter your note here. You could enter their PIN here after they have been advised.|

☐ Not available to student

Cancel   Save note

If you do not want the student to see the note, click in the box next to **Not available to student** before saving.

Once the note is saved, it will be in a block at the bottom of the student's worksheet. After the student has been advised, this is a good place to put the PIN for a given semester so the student has access to it throughout the semester.

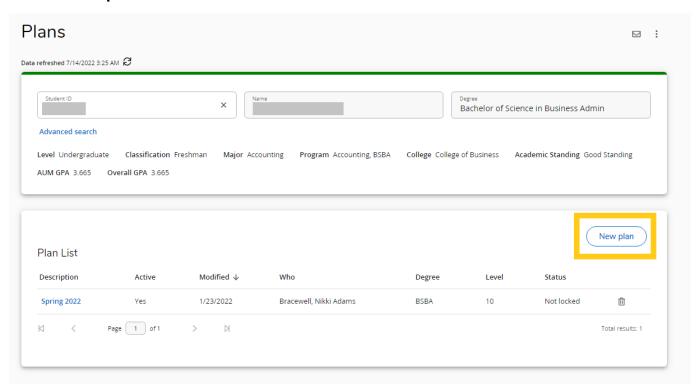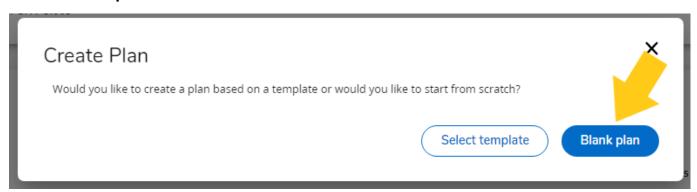| Notes				^
Status	Description		Created on	Created by
	Summer 2022 PIN: 111111		07/14/2022	Bracewell, Nikki Adams

Plans

The **Plans** tab allows advisors to list all the courses a student needs to take in a given semester.
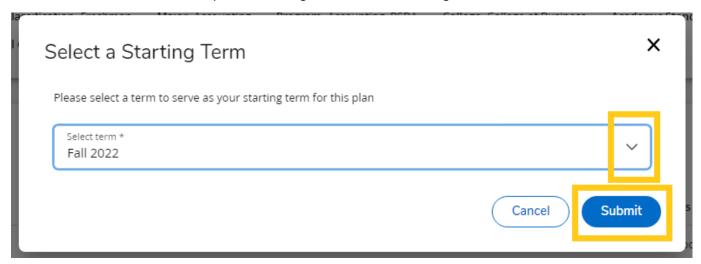

Choose **New plan** to add a term and courses to a student's worksheet.
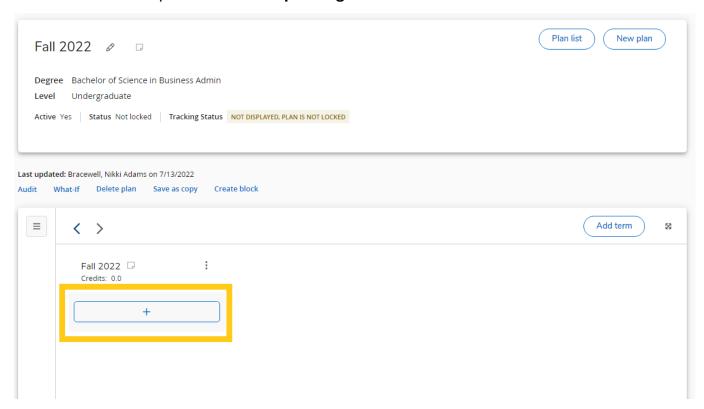

Choose **Blank plan**,

Select the term from the drop down using the arrow to the right and then choose **Submit**.
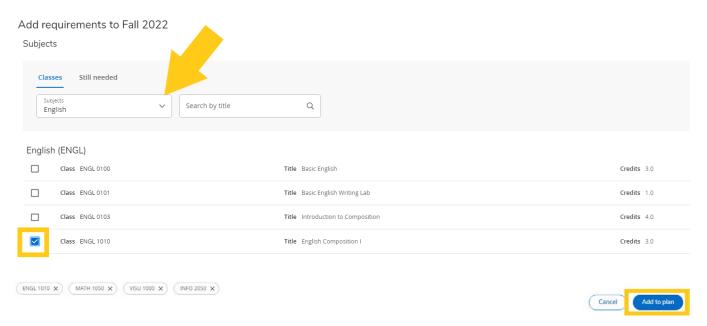

Mark the plan as **Active** and choose **Save.**
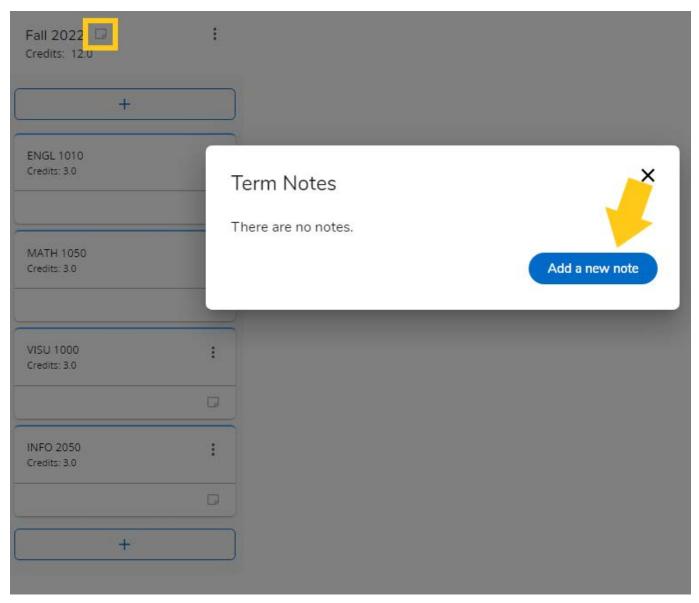
To add courses to a plan, click on the **plus sign** indicated below.

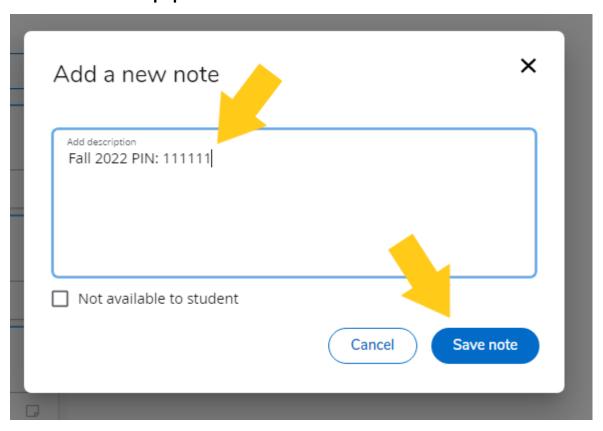Choose the **Subject** from the drop down box. Mark the class(es) you wish to add. When you have marked all the courses you wish to add, choose **Add to plan**.

Within the plan is an option for **Term Notes** where the semester PIN may be listed after the student has been advised so the student has access to it throughout the semester. Click on the **paper icon** next to the Term Date then choose **Add a new note**.

Enter the information you wish the student to know and choose **Save note**. The student would have to click on the **paper icon** to view the note.

Add a new note

Add description
Fall 2022 PIN: 111111

Not available to student

Cancel   Save note

Advising Checklist

Please check the following for accuracy:
1. Verify the student's Catalog of Concern.
2. Verify that the student's program is correct including any minors and/or concentrations the student is working toward.
3. Verify that courses are counting in the right/best area for the students to meet their degree requirements.
4. Verify that repeated courses are marked and not included in the hours counting toward degree.
5. Review the student's academic standing.
6. Always add the student's semester PIN to their plan or as a note after you have advised them so they have access to it at all times.

Degree Requirements

(Taken from the 2022-2023 Undergrad Catalog page 62)

To qualify for graduation, a student must:
1. Be in good standing.
2. Complete the courses and hours specifically required and accepted for the curriculum with a grade point average (GPA) of 2.0 (C).
3. Complete the Area I English composition core requirements with a minimum grade of C in each course.
4. Complete Areas II, III and IV university core requirements with a GPA of at least 2.0 (C).
5. Complete all Area V Courses identified in the major field of study with a GPA of at least 2.0 (C).
6. Complete a minimum of 120 semester hours of passing credit within the framework of the identified field of study. Credit earned in developmental courses will be in addition to minimum degree requirements.
7. Complete UNIV 1000.
8. Be free of probation or suspension status at the end of the desired semester of graduation. Even though the GPA in specifically require and accepted courses for the curriculum may be 2.0 (C), the overall record of courses attempted may place the student in jeopardy.

Note: The requirements stated above are general university graduation requirements. Individual schools and departments may impose more stringent requirements. Schools and departments may not impose less stringent requirements.

If you have any questions, please contact Nikki Bracewell or Dana Bice by email at registrar@aum.edu or call 244-3125.