

SPRING 2024 ACADEMIC ADVISING POWER HOUR SERIES

Sponsored by the Registrar's Office

DEGREE WORKS - PART IV ***SOAR and First-Year Advising*** ***(Planning and Preparation with Degree Works)***

April 25, 2024

SOAR Overview

Dates

Session I: June 17 – 18 (Monday & Tuesday)

Session II: June 20 – 21 (Thursday & Friday)

Session III: June 23 – 24 (Sunday & Monday)

Advising/Registration Schedule

Session I: June 18 (Tuesday)

Session II: June 21 (Friday)

Session III: June 24 (Monday)



SOAR 2024

Degree Works FAQs for First-Year Advising

When will a student first appear in the Degree Works system?

How does Degree Works work for first-year students?

Does Degree Works include AP credit and transfer work?

What if the major is listed incorrectly in Degree Works?

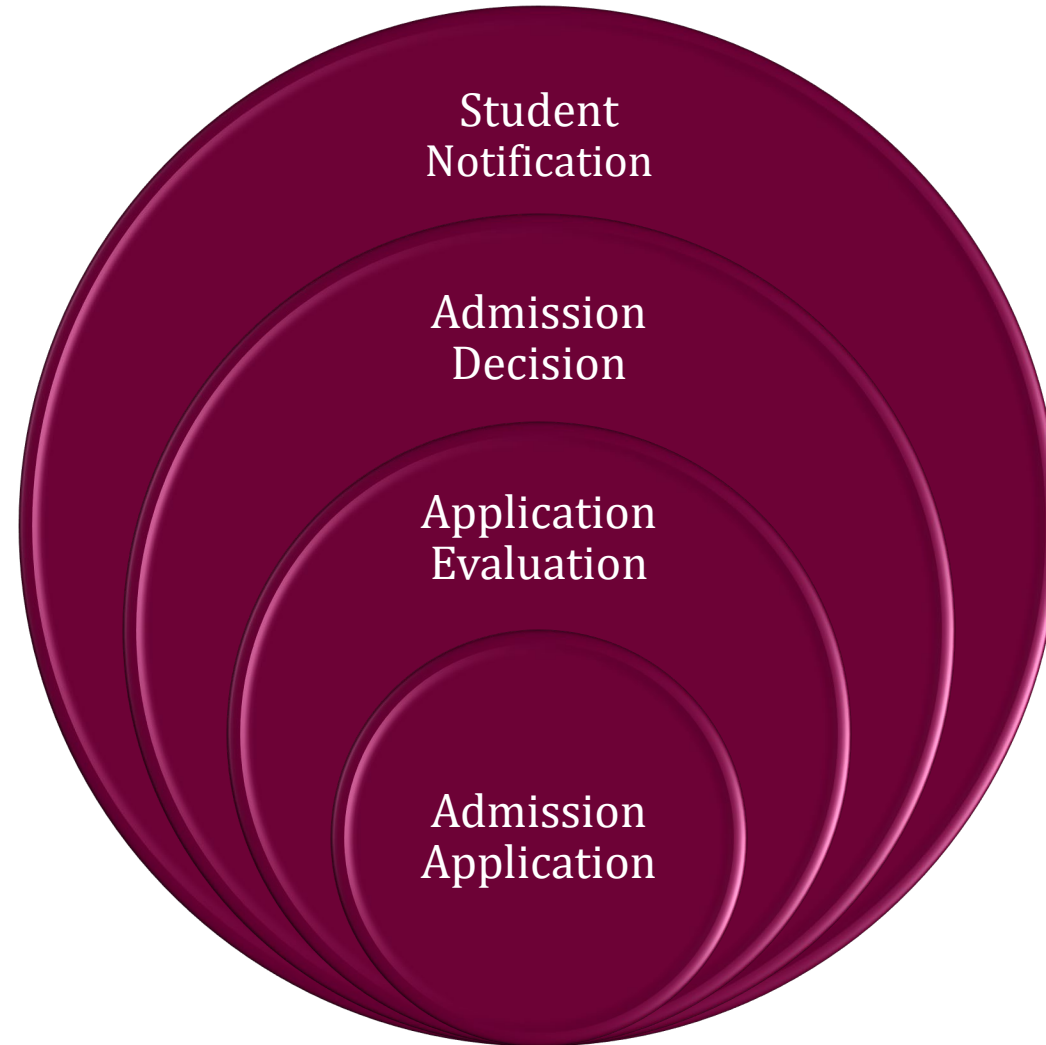
What does the @ symbol mean in the degree audit?

Degree Works Test Environment




<https://dwtest.centenary.edu:9903/Dashboard/login.html>

Admission Process



OneDrive Student Folders

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- Admission Creates Student e-Files (*HS transcript, test scores, college transcripts, transcript evaluation, etc.*)
 - Admission Coordinates New Student Advisor Assignments
 - Registrar's Office Assigns Advisors in Banner
 - Provost's Office Creates OneDrive Folder
 - SOAR Advisors Access Folders for Advising/Registration

Banner Web Reports

Online Faculty and Advisor Tools

<https://www.bannerweb.centenary.edu>

- Advisor Grades (*displays advisee mid-term and final grades*)
- Advising List (*New Feature: FERPA release information*)
- Course Rosters (*displays list of students enrolled in a course*)
- Department Chair Report (*monitor mid-term/final grade entry*)
- List of Students (*displays list of all currently enrolled students, to include advisor's name, graduation status, program of study, etc.*)

Resources

Provost's Office

<https://www.centenary.edu/directories/offices-services-directory/provost-2/academic-advising-3/>

For Educators

For Students

**For First-Year
Students**

<https://www.centenary.edu/directories/offices-services-directory/provost-2/academic-advising-3/advising-for-faculty-and-staff/>

**Advisor
Responsibilities**

**Advisee
Responsibilities**

**Important
Information**

**New,
Important,
or Recently
Changed
Policies**

**Advising
by Year**

Resources

Learning Commons

<https://www.centenary.edu/lc>

For Students

- Peer Academic Consultations
- Degree Planning
- Mentoring
- Disability Services and Resources
- Career Services
- Experiential Learning Opportunities
- Student Success Resources
- Handouts and Guides
- Study and Group Workspaces

For Faculty and Staff

- Request Class Visits and Supplemental Instruction
- Professional Development Opportunities
- Testing Services
- Meeting Spaces and Learning Facilities
- Teaching Tools and Resources
- Special Events and Workshops
- Communities of Practice

Resources

Registrar's Office

<https://www.centenary.edu/directories/offices-services-directory/registrar/>

- Banner Holds Help for Students
- Banner Web Video Tutorials (Guides for Faculty)
- Banner Web Resources for Students
- Registrar's Office Frequently Asked Questions (For Students)
- Registrar's Office Forms and Documents for Faculty
- Registrar's Office Guide for Advisors
- SOAR Advising Information

Registrar's Office Student Forms

- Family Education Rights and Privacy Act (FERPA)*
- Foreign Language Proficiency and Credit Examination Request Form*
- Major/Minor/Concentration Declaration Form*

Troubleshooting Steps

What to do when . . .

Error Message	Solution
Closed Section	Email the Instructor of Record
Pre-requisite/Test score error	Email the Department Chair
Classification Restriction	Email the Department Chair
Corequisite SUBJ/Number required	Select the CRN for the appropriate corequisite.
Time Conflict with CRN xxxx	Select another section (CRN) of the course
You may not add or drop classes due to the holds on your record	View the Student Profile Page and contact the issuing office of the hold.
The student's last class cannot be dropped. Please contact the Registrar's office.	Email the Registrar's Office. If you're not attempting to drop the last class, there is a series of other underlying errors.
An error has prevented the processing of your transaction. Please inform your Registrar that a Communication Error has occurred.	Email the Registrar's Office. The underlying issue is related to a pre-requisite requirement.

Q & A

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