

**SPRING 2024  
ACADEMIC ADVISING  
POWER HOUR SERIES**

**DEGREE WORKS – PART I**

February 29, 2024

*Facilitated by: Dr. Lalita Rogers, Registrar*

# Current Degree Plan Evaluation Process

# Process for Students & Advisors

1. Access an unofficial transcript in [BannerWeb](#).  
*Note: Holds will prevent the ability to view an unofficial transcript.*
2. View the program of study in the appropriate catalogue.
3. View the Liberal Arts Explorations Core in the appropriate catalogue (submit program substitutions, if applicable).
4. Complete the appropriate degree plan template (BA or BS).
5. Review the degree plan during the registration period each semester.
6. Prospective graduates should submit the degree plan and application for graduation two semesters before the intended term of degree completion.

# Process for Registrar's Office

1. Pair student's graduation application with degree plan.
2. Verify the major on graduation application and degree plan mirror the major in Banner.
  - a. If not, email the student and advisor to request verification of intent.
3. Update Banner to "Track" student for degree completion.
4. Print transcript from Banner to prepare for manual degree plan evaluation process.
5. Identify an opportune time to conduct evaluations.

# Process for Registrar's Office

6. Manually review each transcript, cross-referenced against the degree plan on file, ensuring all criteria is on track or satisfied, to include:
  1. Catalogue Year
  2. CORE
  3. 300+ level courses
  4. Non-major electives
  5. Proficiency requirements (per degree type)
  6. TREK
  7. Major, concentration, minor
  8. Residency hour requirement
  9. GPA requirement (major and overall)
7. Notify each student and advisor of the results of the evaluation.
8. Process graduation packets as they are submitted for review.

# Degree Planning 2.0



**Fall 2024**



# What Is Degree Works?



A web-based tool to help students and advisors monitor progress toward completing a degree.



Degree Work uses degree requirements from the college catalogue and the student's transcript to produce an easy-to-read audit worksheet.



Degree Works also allows students and their advisors to plan for future coursework.



# Implementation Timeline

Dec

- Call for contract bids (implementation/installation phase)

Feb

- Contractor selected (Ellucian)

March

- Begin work with Ellucian consultants

# Implementation Timeline

April

- Scheduled to clone the test site to production site

June

- Launch audit at SOAR 2024

Aug

- Launch audit for Fall 2024

# What We've Learned

- YOU definitely KNOW your programs
- The need to be prescriptive in stating our course requirements for degree completion
- Discrepancies in the Academic Catalogue
- Classes vs. Credits
- Suggested timeline for additional component

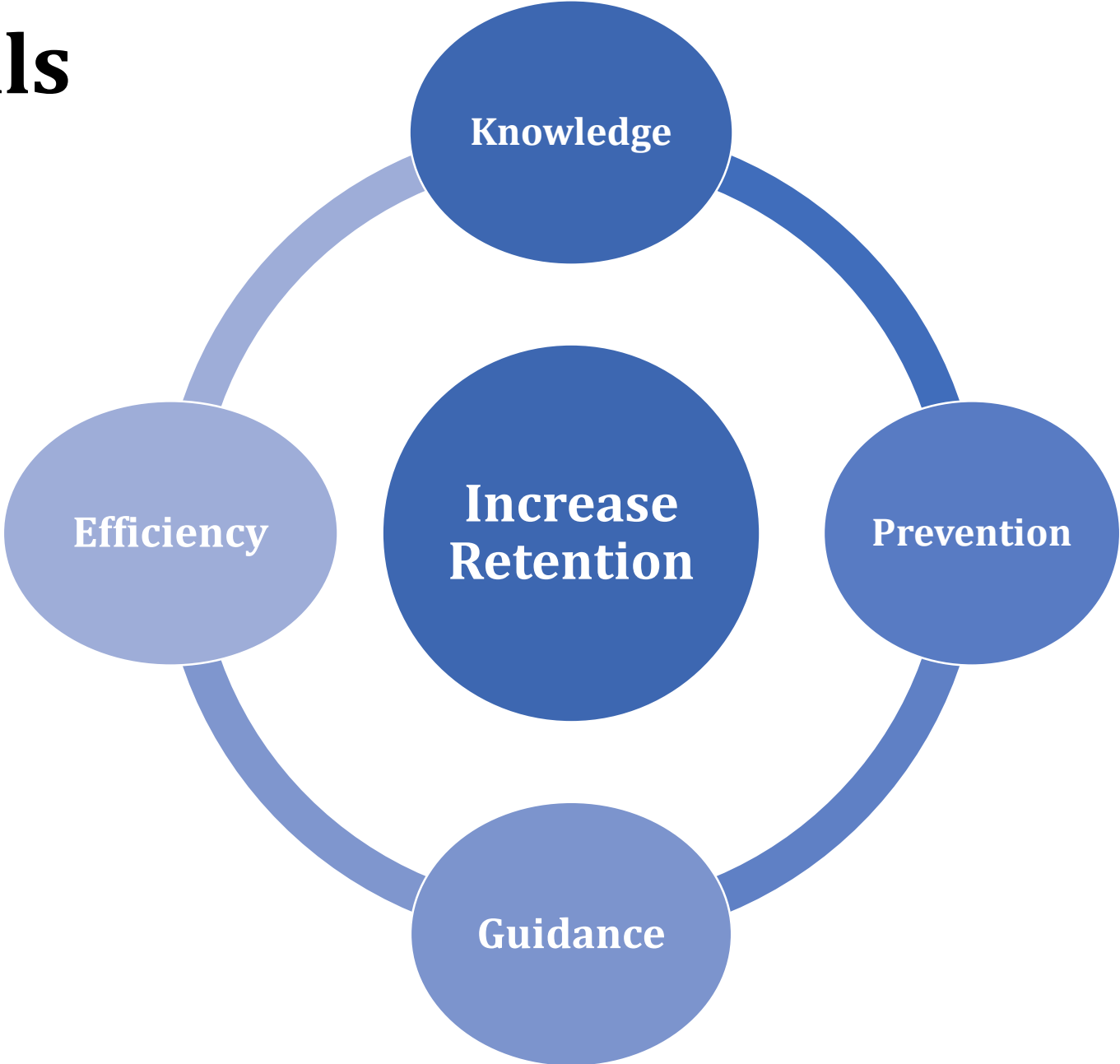
# What's New . . . What's Different

- Fully integrated complement to Banner
- Specific major-related codes created in Banner
- Importance of the catalogue year
- Student attributes
- Program substitutions
- Banner Web access
- Change of major preview (What-If Scenario)
- FERPA information

# What's the Same

- Program Requirements
- Degree Requirements
- Major Match
- Advisor Match
- Access
- Relationships

# Goals



# Who Benefits?

- Benefit to the College: Increase Student Retention/persistence
- Benefit to Students: Offers real-time assessment of progress towards degree completion – confirm how course choices and transfer credits fulfill degree requirements
- Benefit to Faculty/Advisors: Aid in facilitating advising/registration to present a clear outline of missing requirements.
- Benefit to Registrar's Office - Significantly decrease workload required for the current 100% manual process

# What is a Degree Works Audit?

The Degree Works audit worksheet is divided into several sections, called blocks, which together comprise the degree audit.

Users can collapse and expand sections for quick navigation and use the arrows within each block to collapse and expand a single block.

The types and number of blocks may vary from student to student, depending on the academic program declared and the student's level (undergraduate versus graduate).

Degree Works will audit the courses in-progress and in a student's academic history against the stated requirements for the declared academic program to allow students to track their progress toward completion.



# Power Hour Series

## Upcoming Sessions

Thursday, March 7, 2024

Degree Works: Components of a Degree Audit

Thursday, March 21, 2024

Degree Works: Student Educational Planner

Thursday, April 25, 2024

Degree Works: SOAR and First-Year Advising

Q & A