

# Degree Audit and Plans

## Introduction

This lab is to review and practice the material covered in the online tutorial Degree Audit with a Banner/Degree Works expert. At the end of this lab, you will know how to:

**PLEASE DO NOT SAVE ANY NOTES OR EXCEPTIONS TO STUDENTS RECORDS UNLESS I DIRECTLY TELL YOU TO.**

1. Understand how to review the student's degree audit.
2. To be able to add an appropriate note to the student's audit.
3. Run a What If audit for a student.
4. Review exceptions.
5. Review the student's 4 year course plan.
6. Make adjustments to a 4 year course plan.
7. Create a course plan from scratch.

## Expectations

1. Please silence your cell phones and take breaks as needed. There are no scheduled breaks.
2. You have completed the online tutorials mentioned above and practiced them prior to this lab.
3. This lab will only cover the material as described above. As you explore Degree Works, you may have questions not related to the topic that we are covering today. Please use the "Parking Lot" area to make note of your questions so that you can remember to ask them at a future training session on the respective topic(s) or review recommended tutorials that address your question.

**P A R K I N G   L O T**

## Lab Exercises: Group Exercise – Degree Audit and Plans

### Exercise #1

Using the Find functionality, bring up the degree audit for student 860592688.

True/False: This student's Degree Progress Bar for Units is at 100% so the student is eligible to be cleared for graduation.

### Exercise #2

This same student is using STAT 048 to complete one of her "Two Additional Natural Science/Mathematics" requirement for the Natural Sciences and Mathematics breadth requirement. Where did she take this course? What was the original course she took?

### Exercise #3

When confirming the student has met the 2.0 GPA requirement where would you look for the GPA and if the student has satisfied the requirement?

What is another GPA that is important for you to review for undergraduate students?

### Exercise #4

True/False: This student has 2 courses in the "Additional Units Completed" block. These courses are not meeting any degree requirements and are not necessary for the student's degree.

### Exercise #5

Using the Find function, find the student 861154768. What does the indicator for the Natural Sciences & Mathematics requirement mean?

### Exercise #6

What if the same student was interested in Art Studio, would you have to provide her guidance that it could potentially take her longer to complete her degree because she now has more requirements to complete?

### Exercise #7

Jon Snow (SID: JONSNOW) has come to you with a Partial IGETC certification. Where should you enter this information?

Go to Jon's record and update it accordingly. **PLEASE DO NOT SAVE ANY NOTES TO OTHER STUDENT RECORDS.**

### Exercise #8

Notes are stored in different places in the new Banner and Degree Works environment. List the right location with the right type of note. BANNER FORM SPACMNT; DEGREE WORKS NOTES; DEGREE WORKS EXCEPTION DETAILS; STUDENT PROFILE

1. Registrar's Office needs the student to submit residency documentation
2. An advisor spoke with a student about major changing
3. Student Business Services talked to the student about their outstanding balance
4. A student has been given permission to substitute a course for another course requirement
5. Student was approved to go above 216 units
6. The student advanced to candidacy
7. The student discussed with his advisor he wants to withdraw

Are Financial Aid notes viewable to other staff on campus in one of the provided locations above?

### Exercise #9

True/False: All UCR students will be batch assigned 4 year course plans.

### Exercise #10

For your current student, you had an advising session to discuss small modifications to the student's course plan and you want to create that plan in Degree Works. What are your steps?

Once the new plan is saved will it show for the student in registration?

### Exercise #11

True/False: The student's degree audit is not clearing for graduation. As a college advisor you know the student should be eligible. Therefore, you should Force Complete the requirement.

## Lab Exercises: On your Own

### Exercise #12

A continuing student in your major would like to create a plan with you to ensure they are on target for graduation. Create at least 2 terms to a plan for the student.

### Exercise #13

Using the same student you used in exercise #11, go to the student's audit and see if the student has completed all breadth requirements.

#### Exercise #14

For the same student, determine if they major changed to History what the change in his/her overall completed degree requirements would be.

#### Exercise #15

How many courses does your student have that are not counting towards any degree requirement? What is the name of the block these courses are listed under?

#### Exercise #16

Does the student's degree audit have to clear for you to be able to clear the student for graduation?

#### Exercise #17

You added an exception to a student's audit but you want to now review how the audit looked prior to the exception, can you do that? If so, where would you go?