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.

PARKING LOT

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.

False, the bars provide a picture of the student's progress but the student can have 180 units and still not be ready to graduate. This student's requirements bar is still not at 100% and there are red boxes (that are not green with a check mark) in the student's blocks showing requirements not yet complete.

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?

Norco College – MAT12 - Statistics

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?

In the first block (Degree block) there is a requirement for the 2.0 GPA minimum. If the student has a green check it means it is being satisfied. The GPA that requirement is referring to is the Cumulative GPA which is located at the top of the audit in the grid of student data from Banner.

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

The Upper-division major GPA block also is looking for a 2.0 GPA. That GPA is reflected in the blue bar of that block and also in the message displayed under the requirement.

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.

False, although the courses are not used to satisfy a specific degree requirement, the courses are used towards the student's 180 unit requirements for graduation.

Exercise #5

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

The indicator means that the student is registered for a course that will satisfy the requirement if the course is successfully completed. The key can be found at the bottom of the audit.

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?

Using the What If audit for Art Studio the audit shows that the student has only 57% instead of 82% of the requirements for Art History completed. She has 52 units still needed with lower-division and major upper-division requirements for Art. For Art History she only has 8 more units of major upper-division work.

Exercise #7

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

Degree Works Notes; select Partial IGETC reviewed; you can then add additional information to the note if you want to say what courses were missing that must be completed.

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

Make sure that they Process a New audit for the note to appear

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 BANNER FORM SPACMNT

2. An advisor spoke with a student about major changing STUDENT PROFILE

3. Student Business Services talked to the student about their outstanding balance BANNER FORM SPACMNT

4. A student has been given permission to substitute a course for another course requirement DEGREE WORKS EXCEPTION DETAILS

5. Student was approved to go above 216 units   DEGREE WORKS NOTES

6. The student advanced to candidacy   DEGREE WORKS NOTES

7. The student discussed with his advisor he wants to withdraw STUDENT PROFILE

Are Financial Aid notes viewable to other staff on campus in one of the provided locations above? No

Exercise #9

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

False, only new incoming freshman will receive a batch loaded 4 year course plan. Other continuing and new students can manually add a plan.

Exercise #10

Have them find a student and add a plan to their record. Ask them to mark it active and locked and save it. Discuss that the batch job with do this for all incoming freshman.

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?

Open up the original active and locked plan on the student's account.

Make adjustments to the plan to include providing a new Description.

SAVE AS

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

Only if it is now active and locked. You will want to keep the original plan locked so the student cannot update it, so it is maintained as a pristine 4 year plan.

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.

False, force complete should never be your first course of action. That is an extremely powerful exception and should be used with caution. You should first contact the Registrar's Office to determine why the requirement is not clearing. At conclusion of that conversation, if necessary an exception can be used, but less powerful exceptions should be considered first.

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.

This will be a longer exercise but it will allow the staff to use various actions in the plan area. This includes adding a plan without a template, using the remaining requirements list to help add requirements, use the different types of options to add a course to the plan.

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?
Insufficient is the name of the block

Exercise #16

Does the student's degree audit have to clear for you to be able to clear the student for graduation?
Yes, it is critical that the degree audit clears as a sign of completion of the curriculum. Exceptions should not be used to force the completion unless it has been discussed with the RO and an error in the audit is detected.

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?

Yes, you can review the last 3 audits run for the student. Click on History on the left navigation. Select the audit you want to view in the Historic Report drop down and then select View.