

# Millersville University

## Degree Works

### Training User Guide

Millersville University **TEST**  
SIZE THE OPPORTUNITY

Return to MAX      FAQ      Help      Log Out

Find  Student ID   H   Name   F   H   Degree   Major   Level   Student Class Level   Last Audit  


Worksheets   Plans   Notes   GPA Calc

**For students, DegreeWorks:**

- Provides real-time advice and counsel
- Speeds time to graduation
- Provides intuitive web access to self-service capabilities
- Streamlines the graduation process
- Allows direct access to multiple related services and advice through hyperlinks to catalog information, class schedules, transcripts, help desk services, and FAQs

**For advisors, DegreeWorks:**

- Supports real-time delivery of academic advice through intuitive web interfaces
- Minimizes errors through consistent degree plans
- Supports more timely degree certification
- Reduces paperwork and manual program check sheets
- Supports and monitors unique program changes



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# Introduction

## What is Degree Works?

Degree Works is a web based tool to help students and advisors monitor student's progress toward degree completion. Degree Works combines Millersville University's degree requirements and the coursework the student has completed with easy-to-read worksheet that helps you see how courses that they have completed count toward degree requirements, and that helps you see what courses and requirements they still need to complete. The requirements are displayed in "blocks" for degree, major, required related, minor, general education, etc.

When using Degree Works, advisors and students will be able to:

- Learn the academic requirements for their degree program(s)
- See how all completed courses apply to degree requirements
- Identify courses needed to complete their degree(s)
- View their grades and academic standing
- View their cumulative grade-point-average (GPA)
- View transfer credit hours earned
- Calculate a GPA based on their performance for the term
- Calculate the grade combination(s) needed to achieve a goal GPA
- Plan for registration in future semesters
- Create What-If audits to process speculative degree audits based on current class history
- Estimate how many semesters it will take to graduate
- And more...!

**Important Note:** Degree Works is designed to assist in planning a student's academic career and to indicate how courses apply toward graduation requirements in the major, minor and general education. However, it is not a replacement for advisement. Students should continue to actively consult with their assigned faculty advisor(s) for effective planning of degree completion. Variables in requirements may occasionally produce errors or unexpected results in the Degree Works reports. A degree audit is not considered an official record. The official record of a student's transcript, academic standing and graduation status is maintained by the Registrar.

## Degree Works Functionality Summary

<b>Degree Checklists Formats</b>	
Student View (default)	Provides general information about the student's complete and incomplete requirements, in progress and pre-registered courses, grouped into logical sections/blocks.
Registration Checklist	Shows only the unfulfilled requirements that are "Still Needed" on the checklist.
What-If	Allows you to process speculative degree audits for a student using their current class history if a student wants to change their major.
Look Ahead	Allows specific courses to be entered in order to see how they would apply to the audit and requirements if the student would take them.
Class History Link	Provides a listing of all of the courses taken by the student, with grades and credits, grouped by the term taken (the way a transcript is formatted).
<b>Plans</b>	
Student Planner	Students and advisors use the planner to create an academic plan.
Templates	Templates are pre-defined plans, or templates for particular programs of study, that can be created ahead of time and loaded for student advising.
<b>Notes</b>	

Add/View Notes	Use the add function to enter any notes about the student's audit. Use Pre-Defined Notes dropdown to select note, then Save. Only advisors can add notes, but EVERYONE can view them displayed on the audit.
<b>GPA Calculator</b>	
Graduation Calculator	Use the graduation calculator to determine the average grade required to reach a desired GPA with credits required and credits remaining.
Term Calculator	Use the term calculator to determine the overall GPA based on courses and anticipated grades for the current term.
Advice Calculator	Use the advice calculator to determine the grade and number of credits still required to reach the desired GPA.

# Access to Degree Works

## Login to Degree Works through MAX

Millersville University

[HELP](#)

### MAX Login

**User ID - MU ID (the number beginning with 'M' on your Marauder OneCard)**

**PIN - Your six character, case sensitive MAX PIN.**

**New Student? - Did you complete the [Account Setup](#) process?**

**Know your Marauder email credentials? - You can use [Account Management](#) to reset your MAX PIN.**

**⚠ Three failed attempts? - Enter your MU ID as the User ID and select 'Forgot PIN'.**

**🔒 Five failed attempts? - Your account is locked for your protection. Select 'HELP' for instructions.**

User ID:

PIN:

Login

[Forgot PIN?](#)



RELEASE: 8.7

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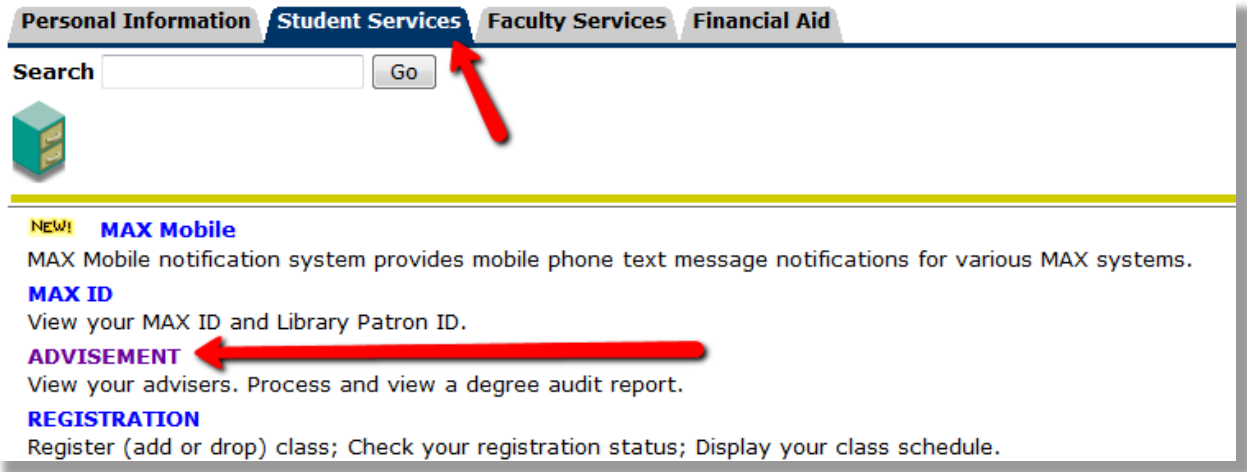
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## Student Access

Students Will Access Via the Student Services Tab > Advisement



Personal Information **Student Services** Faculty Services Financial Aid

Search  Go



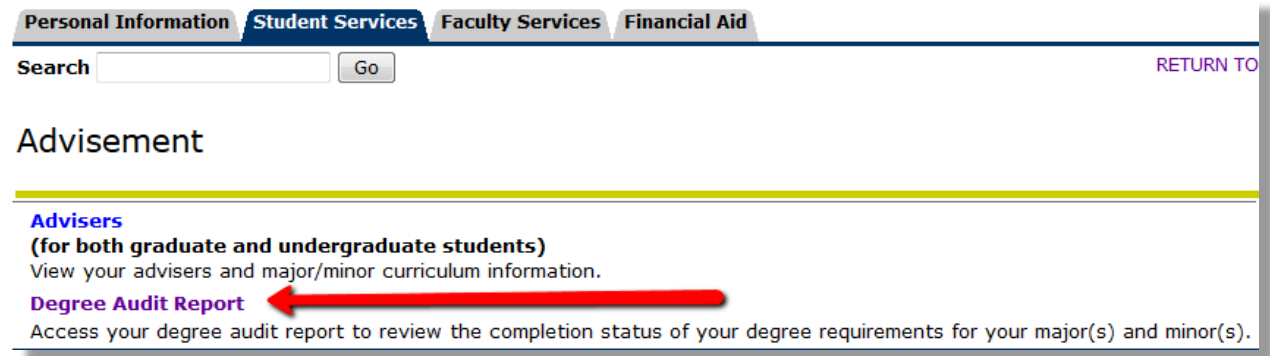
---

**NEW! MAX Mobile**  
MAX Mobile notification system provides mobile phone text message notifications for various MAX systems.

**MAX ID**  
View your MAX ID and Library Patron ID.

**ADVISEMENT** ←  
View your advisers. Process and view a degree audit report.

**REGISTRATION**  
Register (add or drop) class; Check your registration status; Display your class schedule.



Personal Information **Student Services** Faculty Services Financial Aid

Search  Go RETURN TO

## Advisement

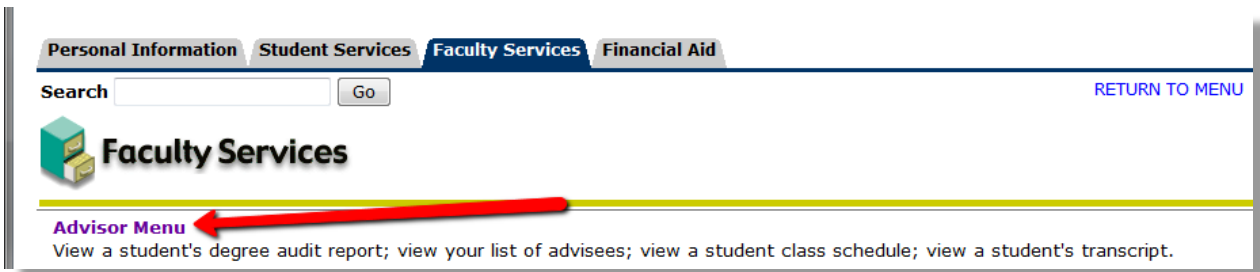
---

**Advisers**  
(for both graduate and undergraduate students)  
View your advisers and major/minor curriculum information.

**Degree Audit Report** ←  
Access your degree audit report to review the completion status of your degree requirements for your major(s) and minor(s).

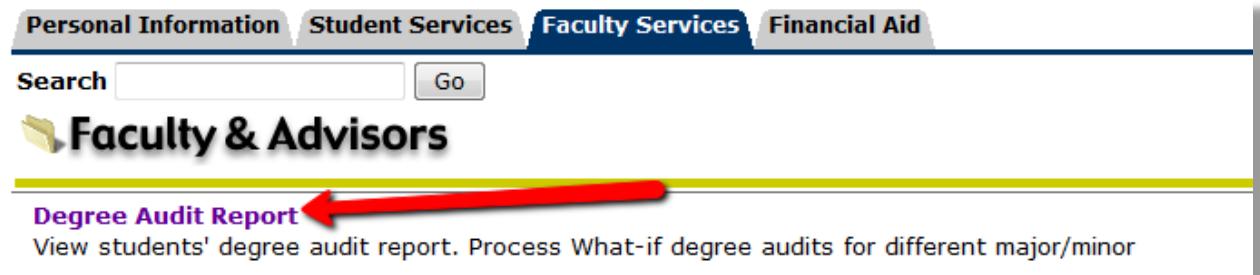
## Advisor Access

Advisors will Access Via the Faculty Services Tab > Advisor Menu



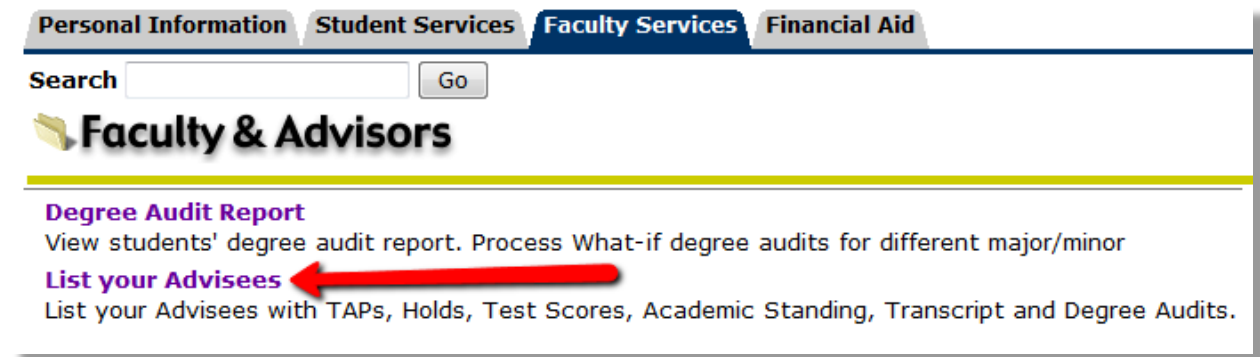
The screenshot shows a navigation bar with four tabs: Personal Information, Student Services, Faculty Services (selected), and Financial Aid. Below the tabs is a search bar with a 'Go' button and a 'RETURN TO MENU' link. The main heading is 'Faculty Services' with a folder icon. A red arrow points to the 'Advisor Menu' link, which is underlined. Below the link is a description: 'View a student's degree audit report; view your list of advisees; view a student class schedule; view a student's transcript.'

Advisors can access via “Degree Audit Report” to search for a student or population of students.



The screenshot shows the same navigation bar as the previous image. The main heading is 'Faculty & Advisors' with a folder icon. A red arrow points to the 'Degree Audit Report' link, which is underlined. Below the link is a description: 'View students' degree audit report. Process What-if degree audits for different major/minor'.

Advisors can access a specific advisee audit through “List your Advisees”



The screenshot shows the same navigation bar as the previous images. The main heading is 'Faculty & Advisors' with a folder icon. A red arrow points to the 'List your Advisees' link, which is underlined. Below the link is a description: 'List your Advisees with TAPs, Holds, Test Scores, Academic Standing, Transcript and Degree Audits.'

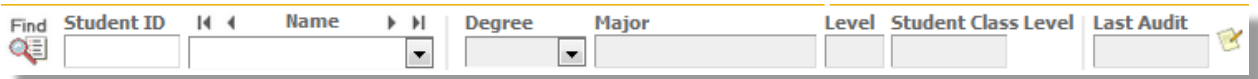
# Toolbars




## Navigation Toolbar

Return to MAX	Links back to the MAX menu
FAQ	Links to frequently asked questions pertaining to Degree Works
Help	Links to the Registrar's office Degree Audit Help page
Log Out	Logs user out of Degree Works/MAX

## Audit Toolbar




Find	Unless student ID (M#) is known, the find button will be used to search for students
Student ID	Here the user can enter a student's ID (M#) and bring up their audit
Name	Student name will display here
Degree	Current student's degree will be displayed here. The drop down can be used to switch between primary and secondary degree's

Major	Current student's primary major associated with the selected degree will be displayed here
Level	Level of student will be displayed here (Undergraduate or Graduate)
Student Class Level	Displays the student's class (Freshman, Sophomore, etc.)
Last Audit	Displays the last date an audit was refreshed for the current student within Degree Works
	Allows advisor to add a note to the student's audit

# Selecting Students

## Known Student ID

If you know the student ID, type it into the **Student ID** field.

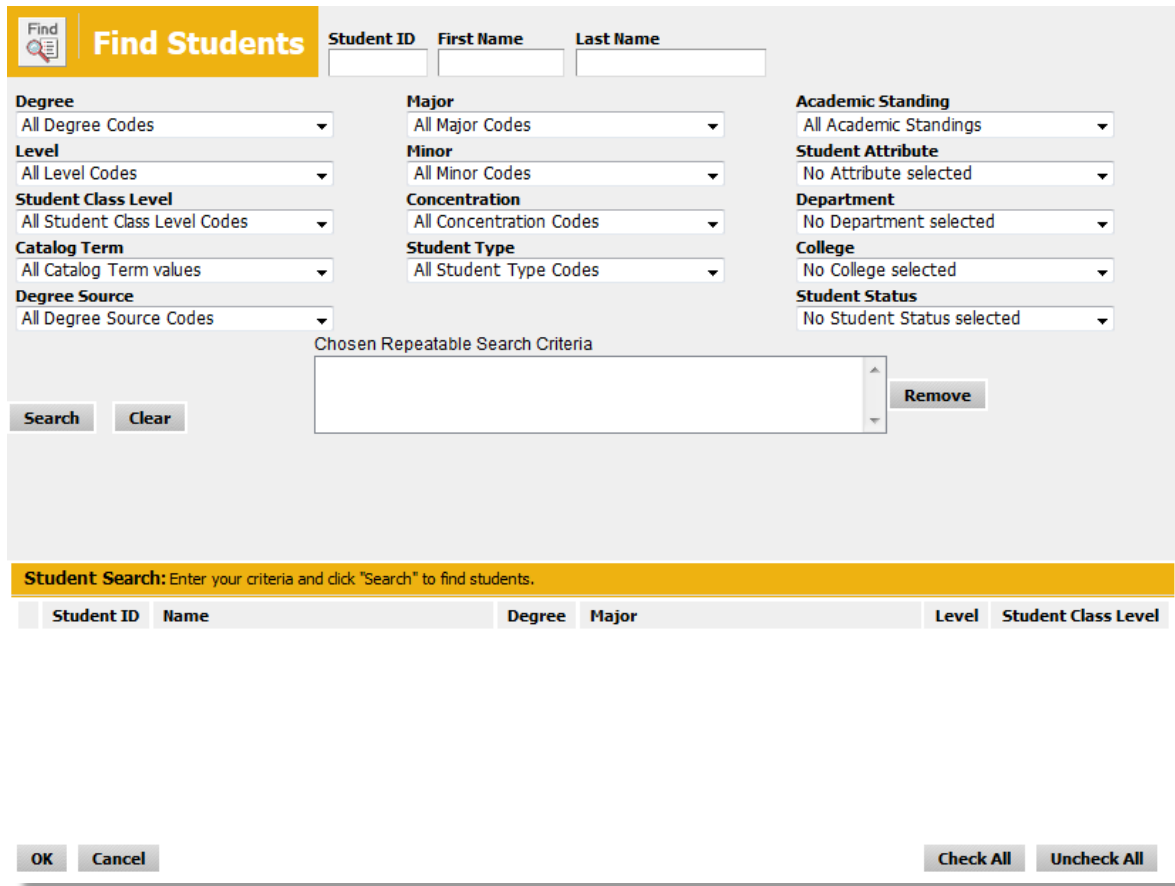
A rectangular input field with a thin border and a light gray background. The text "Student ID" is positioned at the top left of the field.

## Find Student(s)

If you do not know the student's ID (or wish to search for a population of students), click **Find**, which will take you to the **Find Students** search page.



## Find Students search page

A screenshot of the "Find Students" search interface. At the top left is a "Find" icon. The main header is "Find Students" in a yellow bar. Below this are three input fields for "Student ID", "First Name", and "Last Name". There are three columns of dropdown menus: "Degree" (All Degree Codes), "Level" (All Level Codes), "Student Class Level" (All Student Class Level Codes), "Catalog Term" (All Catalog Term values), and "Degree Source" (All Degree Source Codes); "Major" (All Major Codes), "Minor" (All Minor Codes), "Concentration" (All Concentration Codes), and "Student Type" (All Student Type Codes); and "Academic Standing" (All Academic Standings), "Student Attribute" (No Attribute selected), "Department" (No Department selected), "College" (No College selected), and "Student Status" (No Student Status selected). Below these is a "Chosen Repeatable Search Criteria" section with a large text area and a "Remove" button. At the bottom left are "Search" and "Clear" buttons. At the bottom right are "Check All" and "Uncheck All" buttons. A yellow bar at the bottom contains the text "Student Search: Enter your criteria and click 'Search' to find students." Below this is a table header with columns: "Student ID", "Name", "Degree", "Major", "Level", and "Student Class Level".

## Single Student Search

To select a single student, enter the student's ID number in the Student ID field or enter the student's first or last name in the Name fields.

Student ID	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

- The First and Last Name fields are not case sensitive. Typing in the first letters of a first or last name will produce a list of all names starting with those letters.
- Wild cards (@) can be used in any of these fields. Entering "@west@" in the Last Name field will produce a list of all students whose last names contain the letters "WEST". Entering "west@" in the Last Name field will produce a list of all students whose last names begin with "WEST". Entering "@west" in the Last Name field will produce a list of all students whose last names end with "WEST".

## Group Student Search

To search for a group of students, use one or multiple fields to build your search criteria:

Degree Level	Major	Academic Standing
Student Class Level	Minor	Student Attribute
Catalog Term	Concentration	Department
Degree Source	Student Type	College
		Student Status

Click **Search** to execute the search.

- Only valid combinations of search criteria will produce search results.
- Find results are limited to 200 students and, based on your criteria, you may receive a warning message if the results produce a list of more than 200 students.

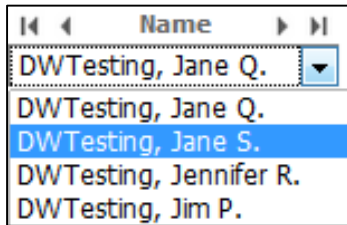
There are serious performance ramifications inherent in searching and loading more records into this page than the University has allowed. We have only allowed that a maximum of 200 be loaded and your search has resulted in finding over that number (1375). We will, of course, load these 200 records but recommend narrowing your search and trying again.

Student ID	Name	Degree	Major	Level	Student Class Level
------------	------	--------	-------	-------	---------------------

- Once you have created a list of students who meet your selection criteria, you can sort the list by clicking on any of the field headers in the Students Found window.
- You can remove or alter the list of students from the selection list by un-checking the checkboxes to the left of the students. You can also “Check All” or “Uncheck All” to select.



Click **OK** to close the search window and load the list of selected students into Degree Works.



Once loaded, the audit for the first student in your list will automatically display. The drop down option will give the option to select a different student. Only the data for one student at a time can be viewed.

# Worksheets

**TEST**

---

Return to MAX
FAQ
Help
Log Out

Find	Student ID	Name	Degree	Major	Level	Student Class Level	Last Audit
	M00508006	DWTesting, Jane S.	BS	Business Administration	U	Sophomore	Today

Worksheets	Plans	Notes	GPA Calc
------------	-------	-------	----------

Format:	Student View	View	Print as PDF	Process New	<input checked="" type="checkbox"/> include in-progress classes	<a href="#">Class History</a>
What If					<input checked="" type="checkbox"/> include preregistered classes	

**Degree Works Test**

**Student View** AA058VJH as of 09/30/2015 at 15:12

Student	DWTesting, Jane S.	Department	BUAD	Major Advisor	Elizabeth.Corrigan@millersville.edu
ID	M00508006	Degree	Bachelor of Science	Minor Advisor	
Level	Undergraduate	Major	Business Administration	Transcript GPA	1.87
Classification	Sophomore	Concentration	BUAD-Management	Transcript Total Credits	43
Student Status	Active	Minor		Total Transfer Credits	
College	College of Arts, Humanities and Social Sciences				

**Degree Progress Indicator**

Disclaimer: The Progress Bars below are not an official indication of the completion status for degree requirements. They are to be used only as a visual guide. The "Requirements" bar is an indication of the percentage of requirements that have been completed toward the degree requirements included (or presented) on the audit. This percentage can be skewed due to optional requirements or single courses fulfilling multiple requirements. The "Credits" bar is an indication of the number of credits earned compared to the total number of credits required for your degree (minimum of 120 credits for a bachelor's degree, although some degrees require more than 120 credits). The "Credits" bar does not take into consideration degree requirements. To view documentation on how to interpret the completion percentage in the final semester, please click [here](#). This audit may not be used as official documentation to confirm degree completion, an official transcript should be requested for those purposes.

Requirements	55%
Credits	47%

<b>Degree in Bachelor of Science</b>	Catalog Term: FALL 2014    Credits Required: 120 Degree GPA: 1.87    Credits Applied: 56
--------------------------------------	---

Unmet conditions for this set of requirements: 120 credits are required. You currently have 56, you still need 64 more credits.

- Your GPA is below 2.0 - please see your advisor**
- Business Foundations** Still Needed: See [Business Foundations](#) section
- Major Requirements** Still Needed: See [Major in Business Administration](#) section
- Required Related** Still Needed: See [Req Related for Business Administration](#) section
- General Education Requirements** Still Needed: See [General Education](#) section



## Information Options

Worksheets > **Format:** Student View     Include in-progress classes [Class History](#)  
 What If  Include preregistered classes

Format	This format drop-down box lists the different types of audits that are available to view. Format section describes different types
View	If you want to view a different type of audit select the option from the drop-down and then click the <b>View</b> button
Print as PDF	This button will allow you to either save or print the audit while retaining the formatting
Process New	This button will run a new audit and apply the information that was recently refreshed (i.e. if a student registers for a course while you are viewing the audit)
In-progress / Preregistered Classes	These options are checked by default. Degree Works will include any courses in which the student is currently enrolled in as well as those for which they are pre-registered
Class History	Provides a listing of all of the courses taken by the student, with grades and credits, grouped by the term taken (similar to a transcript view).

# Format Types

## Student View

**Student View** AA058VW as of 09/30/2015 at 15:12

<b>Student</b>	DWTesting, Jane S.	<b>Department</b>	BUAD	<b>Major Advisor</b>	Elizabeth.Corrigan@millersville.edu
<b>ID</b>	M00508006	<b>Degree</b>	Bachelor of Science	<b>Minor Advisor</b>	
<b>Level</b>	Undergraduate	<b>Major</b>	Business Administration	<b>Transcript GPA</b>	1.87
<b>Classification</b>	Sophomore	<b>Concentration</b>	BUAD-Management	<b>Transcript Total Credits</b>	43
<b>Student Status</b>	Active	<b>Minor</b>		<b>Total Transfer Credits</b>	
<b>College</b>	College of Arts, Humanities and Social Sciences				

**Degree Progress Indicator**

Disclaimer: The Progress Bars below are not an official indication of the completion status for degree requirements. They are to be used only as a visual guide. The "Requirements" bar is an indication of the percentage of requirements that have been completed toward the degree requirements included (or presented) on the audit. This percentage can be skewed due to optional requirements or single courses fulfilling multiple requirements. The "Credits" bar is an indication of the number of credits earned compared to the total number of credits required for your degree (minimum of 120 credits for a bachelor's degree, although some degrees require more than 120 credits). The "Credits" bar does not take into consideration degree requirements. To view documentation on how to interpret the completion percentage in the final semester, please click here. This audit may not be used as official documentation to confirm degree completion, an official transcript should be requested for those purposes.

Requirements	55%
Credits	47%

**■ Degree in Bachelor of Science** Catalog Term: FALL 2014 Credits Required: 120  
Degree GPA: 1.87 Credits Applied: 56

Unmet conditions for this set of requirements: 120 credits are required. You currently have 56, you still need 64 more credits.

- Your GPA is below 2.0 - please see your advisor
- Business Foundations Still Needed: See Business Foundations section
- Major Requirements Still Needed: See Major in Business Administration section
- Required Related Still Needed: See Req Related for Business Administration section
- General Education Requirements Still Needed: See General Education section

The **Student View** is the default worksheet format type. It provides general information about the student's complete and incomplete requirements, grouped into logical sections or blocks.

# Registration Checklist

**Millersville University TEST**

Return to FAX | FAQ | Help | Log Out

Find Student ID: M00508006 | Name: DWTesting, Jane S. | Degree: BS | Major: Business Administration | Level: U | Student Class Level: Sophomore | Last Audit: Today

Worksheets | Plans | Notes | GPA Calc

Registration Checklist | View | Print as PDF | Process New |  Include in-progress classes |  Include preregistered classes | Class History

Look Ahead

**Degree Works Test**

- Degree in Bachelor of Science**
  - Catalog Year: FALL 2014 | Credits Required: 120 | GPA: 1.87
  - Still Needed: See Business Foundations section
  - Still Needed: See Major in Business Administration section
  - Still Needed: See Req Related for Business Administration section
  - Still Needed: See General Education section
- Business Foundations**
  - Still Needed: 1 Class in BUAD 202
- Major in Business Administration**
  - Catalog Year: FALL 2014 | Credits Required: 57 | GPA: 1.58 | Credits Applied: 12
  - Still Needed: 1 Class in BUAD 202
  - Still Needed: 1 Class in BUAD 206\*
  - Still Needed: 1 Class in BUAD 231\*
  - Still Needed: 1 Class in BUAD 251\*
  - Still Needed: 1 Class in BUAD 307\*
  - Still Needed: 1 Class in BUAD 341\*
  - Still Needed: 1 Class in BUAD 352\*
  - Still Needed: 1 Class in BUAD 358\*
  - Still Needed: 1 Class in BUAD 458\*
  - Still Needed: 6 to 996 Credits in BUAD @ or COMH 351\* or CSCJ 161\* or 466\* or ECON 207\* or 215\* or 225\* or 246\* or 318\* or 319\* or 325\* or 333\* or 345\* or 375\* or FREN 301\* or GEOG 222 or 292\* or 295\* or GERH 301\* or GOVT 251\* or 325 or 351 or ITEC 100 or 110 or 356\* or 494\* or OSEH 120 or PSYC 329\* or SOCY 216\* or 318 or SPAN 301\* Except BUAD 161\* or 162\* or 206\* or 231\* or 251\* or 307\* or 341\* or 352\* or 358\* or 459\*
  - Still Needed: See Concentration in Management section
- Concentration in Management**
  - Catalog Year: FALL 2014 | Credits Required: 15 | GPA: .00 | Credits Applied: 0
  - Still Needed: 1 Class in BUAD 357\*
  - Still Needed: 1 Class in BUAD 452\*
  - Still Needed: 1 Class in BUAD 488\*
  - Still Needed: 6 Credits in BUAD 35@ or 45@ or 371\* or 373\* or 375\* or 405 Title = Topics:Critical Cases in Mgmt or 405 Title = Topics:Organizational Behavior or 405 Title = Topics:Entrepreneurship/Creativ or 405 Title = Topics: Info & Data Management or 405 Title = Topics: Entrepreneurial Financ
- Req Related for Business Administration**
  - Still Needed: 1 Class in MATH 235\*

**Millersville University TEST**

Return to FAX | FAQ | Help | Log Out

Find Student ID: M00396817 | Name: DWTesting, Jim P. | Degree: BA | Major: Psychology | Level: U | Student Class Level: Senior | Last Audit: Today

Worksheets | Plans | Notes | GPA Calc

Registration Checklist | View | Print as PDF | Process New |  Include in-progress classes |  Include preregistered classes | Class History

Look Ahead

**Degree Works Test**

- Degree in Bachelor of Arts**
  - Catalog Year: FALL 2011
  - Still Needed: See Major in Psychology, BA section
- Major in Psychology, BA**
  - Catalog Year: FALL 2011 | Credits Required: 33 | GPA: 2.35 | Credits Applied: 36
  - Still Needed: 1 Class in PSYC 227\* or 228\* or 229\*
  - Still Needed: 1 Class in PSYC 315\* or 316\* or 317\* or 335\* or 356\* or 415\* or 417\* or 454\*
- Req Related for Psychology**
- Minor in Sociology**
  - Catalog Year: FALL 2011 | Credits Required: 18 | GPA: 2.67 | Credits Applied: 18
- General Education**
  - Catalog Year: FALL 2011 | GPA: 2.58
- Foundations for Lifelong Learning**
- General Education: Liberal Arts Core (G1, G2, G3)**
- General Education Req: 200 Level & Above**
- Connections & Explorations; Open Electives**
- Cultural Diversity & Community**
- General Education Writing Requirement**

The **Registration Checklist format** shows only the unfulfilled requirements from the student's audit. It does not provide any of the detailed explanations of requirements that may be found in the Student View.

The screenshots above demonstrate how this view may not be ideal for a student with a lot of requirements remaining, but could be helpful in identifying the few remaining requirements for a student approaching graduation.

## Student Header Information

Student View AA058VuP as of 09/30/2015 at 15:13			
<b>Student</b>	DWTesting, Jane Q.	<b>Department</b>	EMEE
<b>ID</b>	M00392987	<b>Degree</b>	Bachelor of Science in Educat
<b>Level</b>	Undergraduate	<b>Clearance Date</b>	12/21/2014
<b>Classification</b>	Senior	<b>Major</b>	Early Childhood - PreK-grade 4 (BSE)
<b>Student Status</b>	Active	<b>Concentration</b>	
<b>College</b>	College of Education and Human Services	<b>Minor</b>	

<b>Major Advisor</b>	Jason.Petula@millersville.edu
<b>Minor Advisor</b>	
<b>Transcript GPA</b>	3.38
<b>Transcript Total Credits</b>	123
<b>Total Transfer Credits</b>	12

The Student Header Information displays a customized view of a student's program of study.

Student	Displays student's Last and First name. Provides the ability to email student directly. See Direct Email section below.
ID	Displays student's ID (aka M#)
Level	Displays student's class level (undergraduate or graduate)
Classification	Displays a student's classification (Freshman, Sophomore, Junior, Senior, Graduate)
Student Status	Displays a student's current status (active, inactive due to walkaway, inactive due to graduation, etc.)
College	Displays the college of a student's primary degree and major.
Department	Displays the department of a student's primary degree and major.
Degree	Displays the degree for the audit being viewed.

Clearance Date	This is only displayed for BSE degree students. This is the date on which their clearances on file were valid.
Major	Displays student's major(s) with the primary being listed first
Concentration	Displays student's concentration(s) with the primary being listed first.
Minor	Displays student's minor(s) with the primary being listed first
Major Advisor	Displays all students' advisor(s) for major(s) with the primary being listed first. Provides the ability to email advisor directly. See Direct Email section below.
Minor Advisor	Displays all students' advisor(s) for minor(s) with the primary being listed first. Provides the ability to email advisor directly. See Direct Email section below.
Transcript GPA	Displays student's cumulative GPA from all Millersville coursework. This GPA is extracted from Banner and is the official cumulative GPA that appears on a student's transcript.
Transcript Total Credits	<p>Displays student's total <u>earned</u> credits to date on their transcript. It <u>does not</u> include in-progress courses and it <u>does not</u> account for repeat classes. It does include transfer credits.</p> <p>This differs from Credits Applied in the degree block which does include in-progress courses and will not double count a repeated course in progress. To validate if a student has enough credits for their degree, Credits Applied in the degree block should be used.</p>
Total Transfer Credits	Displays the number of Transfer credits for a student.

## Requirements

Each section in a Degree Works audit is called a “**Block**”. Each block header will contain a title for the block and may also display specific course information for that block such as credits applied and classes applied. Like individual requirements, the block header will also contain a symbol stating the status of all requirements within the block.

Below are sample blocks a specific student may have more or less depending on their major/concentration/minor curriculum.

### Degree Block (Summary Block of all blocks on the audit)

Degree in Bachelor of Science		Catalog Term: FALL 2014	Credits Required: 120
		Degree GPA: 1.87	Credits Applied: 56
<b>Unmet conditions for this set of requirements:</b> 120 credits are required. You currently have 56, you still need 64 more credits.			
<input type="checkbox"/> <b>Your GPA is below 2.0 - please see your advisor</b>			
<input type="checkbox"/> <b>Business Foundations</b>	<b>Still Needed:</b> See <a href="#">Business Foundations</a> section		
<input type="checkbox"/> <b>Major Requirements</b>	<b>Still Needed:</b> See <a href="#">Major in Business Administration</a> section		
<input type="checkbox"/> <b>Required Related</b>	<b>Still Needed:</b> See <a href="#">Req Related for Business Administration</a> section		
<input type="checkbox"/> <b>General Education Requirements</b>	<b>Still Needed:</b> See <a href="#">General Education</a> section		

### Major Block

Major in Psychology, BA		Catalog Term: FALL 2011	Credits Required: 33
		Major GPA: 2.35	Credits Applied: 36
<input checked="" type="checkbox"/> <b>OVERVIEW OF PSYCHOLOGY</b>			
<input checked="" type="checkbox"/> General Psychology	PSYC 100	General Psychology	C+ 3 SPRING 2012
<input checked="" type="checkbox"/> <b>METHODS IN PSYCHOLOGY</b>			
<input checked="" type="checkbox"/> Stat/Exper Design I	PSYC 211	Statistics and Exper Design 1	C (I) 4 FALL 2013
<input checked="" type="checkbox"/> Stat/Exper Design II	PSYC 212	Statistics and Exper Design 2	IP (4) SUM 3 2015
<input type="checkbox"/> <b>ADVANCED LABORATORY COURSE</b>	PSYC 314	Cognitive Psychology	IP (4) FALL 2015
<input type="checkbox"/> <b>PSYCHOLOGY CORE ELECTIVES W/ 227, 228 or 229</b>			
<i>PSYC 227 and 229 may both be taken for credit, however, both are equivalent to PSYC 228, so credit will not be given for either of these courses in combination with PSYC 228. Only one of these courses may count as a Core Elective.</i>			
<input type="checkbox"/> <b>Devel Child &amp; Adol, Life Span Humm Dev, or Adult Yrs</b>	<b>Still Needed:</b> 1 Class in PSYC 227* or 228* or 229*		
<input type="checkbox"/> <b>Other Core Elective Courses</b>	PSYC 329 PSYC 337	Industrial Psychology Abnormal Psychology	C- 3 WINTER 2014 C+ 3 FALL 2012
<b>Still Needed:</b> 1 Class in PSYC 315* or 316* or 317* or 335* or 356* or 415* or 417* or 454*			
<input checked="" type="checkbox"/> <b>PSYCHOLOGY GENERAL ELECTIVES</b>			
	PSYC 256	Psychology Human Adjustment	C 3 FALL 2012
	PSYC 311	Psychology of Drug Addiction	C- 3 SPRING 2013
	PSYC 318	Psychology of Racism	A 3 FALL 2014
	PSYC 346	Behavior Modification	B 3 FALL 2014
	PSYC 427	Childhood Disorders	C+ 3 SPRING 2015
<i>Credit may only be received for one of the three courses: PSYC 314, PSYC 330 or CSCI 350. A maximum of 6 credits in PSYC 495 and/or Cooperative Education may be taken and counted toward Psychology major requirements.</i>			

### Required Related Block

Req Related for Business Administration		Credits Required: 12	Credits Applied: 10
<b>Unmet conditions for this set of requirements:</b> 12 to 14 credits are required. You currently have 10, you still need 2 more credits.			
<input checked="" type="checkbox"/> Principles of Macroeconomics (C- minimum)	ECON 101	Principles of Macroeconomics	B- 3 FALL 2014
<input type="checkbox"/> Principles of Microeconomics (C- minimum)	ECON 102	Principles of Microeconomics	IP (3) FALL 2015
<input type="checkbox"/> Calculus	MATH 151	Calculus for Management	IP (4) FALL 2015
<input type="checkbox"/> <b>Survey of Statistics</b>	<b>Still Needed:</b> 1 Class in MATH 235*		

### General Education (Summary block of all General Education requirement blocks)

General Education	
<i>Be advised that 'Required Related' courses for a major may share with General Education Requirements. Please work with your advisor to select courses efficiently.</i>	
<input type="checkbox"/> <b>Foundations for Lifelong Learning Requirements</b>	<b>Still Needed:</b> See <a href="#">Foundations for Lifelong Learning</a> section
<input type="checkbox"/> <b>Liberal Arts Core: G1, G2, G3</b>	<b>Still Needed:</b> See <a href="#">General Education: Liberal Arts Core (G1, G2, G3)</a> section
<input type="checkbox"/> <b>200 Level &amp; Above Requirement</b>	<b>Still Needed:</b> See <a href="#">General Education Req: 200 Level &amp; Above</a> section
<input type="checkbox"/> <b>Connections &amp; Exploration/Open Electives Requirements</b>	<b>Still Needed:</b> See <a href="#">Connections &amp; Explorations; Open Electives</a> section
<input type="checkbox"/> <b>Cultural Diversity &amp; Community</b>	<b>Still Needed:</b> See <a href="#">Cultural Diversity &amp; Community</a> section
<input type="checkbox"/> <b>General Education Writing Requirement</b>	<b>Still Needed:</b> See <a href="#">General Education Writing Requirement</a> section

## Foundations for Lifelong Learning Block

Foundations for Lifelong Learning			Class Required: 3	Classes Applied: 2	
<b>Unmet conditions for this set of requirements:</b> 3 classes are required. You currently have 2, you still need 1 more classes.					
<input checked="" type="checkbox"/> ENGLISH COMPOSITION	ENGL 110	English Composition	C-	3	SPRING 2014
<input checked="" type="checkbox"/> FUNDAMENTALS OF SPEECH	COMM 100	Fundamentals of Speech	B-	3	FALL 2013
<input type="checkbox"/> Advanced Writing Requirement	<b>Still Needed: 1 Class in ENGL 316*</b>				

## Liberal Arts Core (G1, G2, G3)

General Education: Liberal Arts Core (G1, G2, G3)			Credits Required: 30	Credits Applied: 26	
<b>Unmet conditions for this set of requirements:</b> 30 credits are required. You currently have 26, you still need 4 more credits.					
<i>No more than two courses from any one department may be used in each requirement (G1/G2/G3). In other words, you may not take all 3 classes to fulfill a requirement from one department. Courses from your primary major discipline cannot fulfill a Liberal Arts Core Requirement (G1/G2/G3). Courses from a minor or second major may be used.</i>					
<input checked="" type="checkbox"/> G1: HUMANITIES AND FINE ARTS	MUSI 103 MUSI 263 PHIL 211	Language of Music Popular Music Introduction to Logic	C IP D	3 (3) 3	FALL 2013 FALL 2015 FALL 2013
<i>Click on the Attribute for a complete list of courses that apply to the requirement. Or, click on this text to search the course schedule for currently offered courses. A block of six (6) Applied Musicianship courses (totaling 3 credits) may count as a G1 course for non-music majors. Please email degreesudit@mlsersville.edu if you have 3 credits of applied musicianship that you would like applied to your G1 requirement.</i>					
<input type="checkbox"/> G2: SCIENCE AND MATHEMATICS	<b>Still Needed: 5 Credits and 2 Classes in @ @ with Attribute G2</b>				
<i>Click on the Attribute for a complete list of courses that apply to the requirement. Or, click on this text to search the course schedule for currently offered courses.</i>					
<input type="checkbox"/> G2: Science and Mathematics Courses	BIOL 101	Foundations of Biology	C	4	SPRING 2014
<input checked="" type="checkbox"/> G2: Lab Requirement	BIOL 101	Foundations of Biology	C	4	SPRING 2014
<input type="checkbox"/> G2: Natural Science Requirement	BIOL 101	Foundations of Biology	C	4	SPRING 2014
<b>Still Needed: 1 Class in BIOL @ with Attribute G2 or CHEM @ with Attribute G2 or ESCI @ with Attribute G2 or PHYS @ with Attribute G2 Except ESCI 105</b>					
<input checked="" type="checkbox"/> FOUNDATIONS FOR LIFELONG LEARNING MATHEMATICS REQ	MATH 151	Calculus for Management	IP	(4)	FALL 2015
<i>This is a stand-alone requirement. This mathematics course may NOT also apply in the 'G2: Science and Mathematics' requirement above. MATH 100 &amp; MATH 102 may not BOTH be taken for General Education credit.</i>					
<input checked="" type="checkbox"/> G3: SOCIAL SCIENCES	ANTH 122 ANTH 123 ECON 101	Physical Anthropology Introduction To Archeology Principles of Macroeconomics	B B B-	3 3 3	FALL 2014 SPRING 2014 FALL 2014
<i>Click on the Attribute for a complete list of courses that apply to the requirement. Or, click on this text to search the course schedule for currently offered courses.</i>					

## Other Gen Ed Blocks (200 level and above, Connections & Explorations, Cultural Diversity & Community, Writing Requirement)

General Education Req: 200 Level & Above			Credits Required: 9	Credits Applied: 9	
<b>General Education 200 Level &amp; Above</b>					
<input type="checkbox"/> MUST 263 PHIL 211	Popular Music Introduction to Logic	IP D	(3) 3	FALL 2015 FALL 2013	
<b>Still Needed:</b> A total of 3 classes from G1, G2, G3, must be taken at the 200 level or above					
<b>Connections &amp; Explorations; Open Electives</b>			Credits Required: 9	Credits Applied: 9	
<b>WELLNESS REQUIREMENT</b>					
<input checked="" type="checkbox"/> Wellness	WELL 175	Wellness	C+	3	SPRING 2014
<b>PERSPECTIVES REQUIREMENT</b>					
<input type="checkbox"/> Approved Perspectives Course	<b>Still Needed:</b> A minimum of 1 class designated as Perspectives is required. You have taken 0 and need 1 more class. Click here to search the course schedule for currently offered courses with the 'Perspectives (P)' designation.				
<input checked="" type="checkbox"/> FIRST YEAR INQUIRY OR OPEN ELECTIVE	MATH 101 WSSD 311	College Algebra First Aid and CPR	C (I) A-	3 3	FALL 2014 FALL 2014
<b>Cultural Diversity &amp; Community</b>					
<input type="checkbox"/> Cultural Diversity & Community Requirement	<b>Still Needed:</b> A minimum of 1 class in cultural diversity & community is required. You have taken 0 and need 1 more class. Click here to search the course schedule for currently offered courses with the 'Diversity Requirement'.				
<b>General Education Writing Requirement</b>					
<input type="checkbox"/> Writing Requirement	<b>Still Needed:</b> A minimum of 3 classes in writing intensive courses are required. You have taken 0 but need 3 more classes. Click here to search the course schedule for currently offered courses with the 'Writing Component (W)'.				

## Other Blocks

Additional blocks may be displayed depending on the student's program (Minors, Concentrations, Honors Requirements, etc).

## Optional Blocks

These blocks may or may not display depending on if the student has courses that fall into these areas.

Other Electives				
GRAD 999	Graduation	IP	(0)	SPRING 2015
MATH 101	College Algebra	B	3	SPRING 2011
UNIV 101	Freshman Seminar	A	1	SPRING 2011

### Other Electives

Any course that does not fulfill a specific requirement will show up here. These hours count toward graduation, but are not used elsewhere to fulfill a specific requirement.

Insufficient				
BIOL 211	Concepts of Zoology	W	0	FALL 2011
ENGL 312	Technical Writing	W	0	SPRING 2014
GEOG 228	Geography of Sport	C-	3	FALL 2012
GEOG 344	North America	D+ (E)	0	SPRING 2013
GOVT 111	Intro to American Government	D-	3	SPRING 2014
GOVT 112	Intro to State and Local Govt	D	3	SPRING 2015
GOVT 251	Intro to Global Politics	F (E)	0	FALL 2014

### Insufficient

Courses in which a student has failed, repeated or is currently repeating, or withdrawn from (W) will appear here and do not count toward credits applied in the degree. However, courses listed here that are not excluded (E ) will affect both the overall and the major GPA (as applicable) unless they have the (E ) to indicate that they are excluded. Withdrawn courses (W) do not affect GPA.

In-progress				
GEOG 228	Geography of Sport	IP	3	FALL 2015
GOVT 111	Intro to American Government	IP	3	FALL 2015
GOVT 112	Intro to State and Local Govt	IP	3	FALL 2015
GRAD 999	Graduation	IP	0	SPRING 2015

### In Progress

The courses the student is currently enrolled in are listed here, in one place, in addition to displaying where they fit throughout the audit.

Not Counted Towards Degree				
COMM 010	Introductory Speech	B+	3	FALL 2010
ENGL 010	Fundmnts Of Writing	B	3	FALL 2010
MATH 090	Basic Mathematics	C+	3	FALL 2010

### Not Counted Towards Degree

These are courses that are NOT counted in Credits Applied toward the degree. However, they are counted in the Transcript Total Credits. These are typically developmental courses such as MATH 090 that a student must take due to placement exams and earns transcript credit for, but cannot be applied to the 120 credits for a bachelor's degree.



Exceptions					
Type	Description	Date	Who	Block	Enforced
Apply Here	HUMN 391 approve for European Area Studies	07/15/2014	Registrar Administrator	RA000317	Yes
Apply Here	INTL 300 approved for Intl Relations block	03/16/2015	Registrar Administrator	RA000317	Yes
Apply Here	HIST 102 approved for European Area Studies	03/16/2015	Registrar Administrator	RA000317	Yes
Substitution	Replace SPAN 351 with SPAN 352	10/01/2015	Registrar Administrator	RA000092	Yes
Apply Here	Allow SPAN 279 as 300/400 elective in minor	10/01/2015	Registrar Administrator	RA000092	Yes

## Exceptions

Any exceptions granted to the student are referenced both where the exception is applied and here at the bottom of the audit.

Notes		
	Entered by	Date
Student was advised to consider financial aid consequences before withdrawing from any course.	Kevorkian, Tanya E	10/01/2015
Student was advised for upcoming registration term.	Kevorkian, Tanya E	10/01/2015

## Notes

Anyone that has access to Degree Works can see the notes, including the student. Only an advisor can add a note. Notes are helpful when the advisor wants to note that a student was advised, missed an advisement appointment, or was given some specific direction. At this time, only pre-defined notes are available, if an advisor wishes to have a new general pre-defined note added, please email [degree.audit@millersville.edu](mailto:degree.audit@millersville.edu)

## Legend

The legend contains the unique symbols that are important for interpreting the Degree Works audit.

Legend		
<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Complete except for classes in-progress	*Z Grade calculates in GPA same as F grade
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Nearly complete - see advisor	@ Any course number/subject
I Repeat of a previous course; counts in totals		Q Q Grades do not affect GPA; Academic Amnesty
E Repeated course; not included in totals		

Connections & Explorations; Open Electives			Credits Required: 9	Credits Applied: 9
<input checked="" type="checkbox"/> WELLNESS REQUIREMENT				
<input checked="" type="checkbox"/> Wellness	WELL 175	Wellness	B-	3 SPRING 2011
<input checked="" type="checkbox"/> PERSPECTIVES REQUIREMENT				
<input checked="" type="checkbox"/> Approved Perspectives Course	MUSI 369	W African Music and Dance	A-	3 SPRING 2013
<input checked="" type="checkbox"/> FIRST YEAR INQUIRY SEMINAR	UNIV 103	First Yr:Motivation/Learning	B+	3 FALL 2010

### Complete

This symbol will appear beside all requirements that have been completed within the audit. The row will display the course(s) that fulfilled the requirement along with the grade and term in which the course was taken.

<input type="checkbox"/> Business Research Methods	Still Needed: 1 Class in BUAD 206*
<input type="checkbox"/> Principles of Marketing	Still Needed: 1 Class in BUAD 231*
<input type="checkbox"/> Principles of Management	Still Needed: 1 Class in BUAD 251*

### Not Complete

This symbol will appear beside all requirements that have not yet been completed. The row will indicate the course(s) that will be required to complete the requirement.

<input type="checkbox"/> Principles of Microeconomics (C- minimum)	ECON 102	Principles of Microeconomics	IP	(3)	FALL 2015
<input type="checkbox"/> Calculus	MATH 151	Calculus for Management	IP	(4)	FALL 2015

### In-Progress

This symbol will appear for requirements where the classes needed to fulfill the requirement are currently being taken or are registered to be taken for a future term. The row will be highlighted light blue and the grade section for the course will display (IP).



## Degree in Bachelor of Arts

### Nearly Complete

This symbol will appear when all the course requirements have been met but there are additional requirements that have not. Example minimum GPA, residency requirement, minimum courses at a given level (i.e. 300/400 level), etc. You'll see a lightly shaded "header qualifier" that shows the unmet conditions:

**Unmet conditions for this set of requirements:** Your GPA is 1.75; a GPA of 2.0 is required

**Still Needed:** 6 to 996 Credits in BUAD @

**Still Needed:** 5 Credits and 2 Classes in @ @ with Attribute G2

### Degree Works Wildcard (@)

The "@" symbol in Degree Works works as a wildcard. This means that it represents all classes when used as a prefix, and can also be used to represent all course numbers. When a course prefix is followed by the @ symbol (BUAD @) this means any course number for that prefix can be used to fulfill the requirement. If there are two @ @ symbols (@ @ with Attribute G2) this means that any prefix and any number with the given Attribute can be selected.

**Still Needed:** 1 Class in ENGL 316\*

### Pre-requisite

Course numbers that are followed by an \* indicate that the course contains prerequisites. Using Course Link, see below, you can click on the course number to see the pre-requisites. Not all courses that have pre-requisite have an \*. Please check the schedule of classes to see if a pre-requisite exists.

MATH 101	College Algebra	C (I)	3	FALL 2014
----------	-----------------	-------	---	-----------

### (I)=Include

Following a course grade, this indicates the course is included in credits applied and GPA calculations. Generally there is a corresponding (E) course.

MATH 101	College Algebra	D (E)	0	FALL 2013
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### (E)=Exclude

Following a course grade, this indicates the course is excluded in credits applied and GPA calculations. Generally there is a corresponding (I) course.

Still Needed: 1 Class in BUAD 206\*

**BUAD 206** 3 Credits **Business Research Methods** [Print](#)

The theory and practice of a number of widely used research techniques as an aid to decision making. Business application will be emphasized with cases and problems from the areas of management, marketing, finance and accounting. Uses computer programs for data analysis, interpretation and presentation of research results. Offered in fall, spring. Prereq: MATH 151 or 161 and MATH 235.

**Prerequisites:** (MATH 151 minimum grade of D- or MATH 161 minimum grade of D- or Test MPT with a minimum score of 151) and MATH 235 minimum grade of D-

**Sections:**

Term	Crn	Section	Seats Open	Meeting Times		
WINTER 2015	10499	01	5 (out of 23)	M	12:00 - 16:00	
				F	12:00 - 16:00	
				TBA		
SPRING 2015	14278	0	1 (out of 45)	Tu Th	13:00 - 14:15	
		14279	01	3 (out of 45)	M	18:00 - 21:00
		14305	02	7 (out of 45)	W	18:00 - 21:00

## Course Links

When a requirement has not yet been completed, the audit will display courses that are required to complete the requirement. These courses are also hyperlinks, that when clicked, will display catalog information about the course.

**Disclaimer**  
This Degree Works audit is designed to assist you in planning your academic career and to indicate how your courses apply toward graduation requirements in your major, minor and general education. However, you should continue to actively consult with your assigned faculty advisor(s) for effective planning of your degree completion. Variables in requirements may occasionally produce errors or unexpected results in the Degree Works reports. If you have questions about your graduation requirements, you should contact your advisor, department chair or the Office of Academic Advisement. This audit is not considered an official record. The official record of your transcript and academic standing is maintained by the Registrar, and can be viewed on your academic transcript in MAX.

## Disclaimer

This language will show at the bottom of most screens and is intended to counsel users of the limits of the information presented here and the sources that can provide official confirmation.

# What-If Audit

The screenshot shows the 'What-If Audit' interface for Miller'sville University. At the top, the university logo and 'TEST' are displayed. Below this is a navigation bar with 'Return to MAX', 'FAQ', and 'Help'. A search bar contains 'M00508006' and 'DWTTesting, Jane S.'. A table header shows columns for Student ID, Name, Degree, Major, Level, Student Class Level, and Last Audit. Below the table are tabs for 'Worksheets', 'Plans', 'Notes', and 'GPA Calc'. The 'Worksheets' tab is active, showing a 'Format:' dropdown set to 'Student View', and buttons for 'Process What-If' and 'Save as PDF'. There are also checkboxes for 'Include in-progress classes' and 'Include preregistered classes'. The 'What-If' section has a 'What-If' dropdown and a 'Look Ahead' link. Below this are three sections: 'Choose Your Different Areas of Study' with dropdowns for Level (Undergraduate), Degree (Bachelor of Science), and Catalog Term (FALL 2015); 'Choose Your Future Classes' with input fields for Subject and Number, and an 'Add Course' button; and 'Chosen Areas of Study' and 'Courses you are considering' sections, each with a list box and a 'Remove' button.

Students, who plan on changing their major, or adding a minor or a concentration can access the **What-If Audit**. The **What-If Audit** can be found under the worksheets tab, on the left menu; it is designed to offer students an opportunity to view how proposed changes can affect their path towards graduation.

**What-If**

Level: Undergraduate

Degree: Bachelor of Science

Catalog Term: FALL 2015

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**Choose Your Different Areas of Study**

Select an item to add it to your Chosen Area of Study

Major: Pick a Major

Minor: Pick a Minor

Concentration: Pick a Concentration

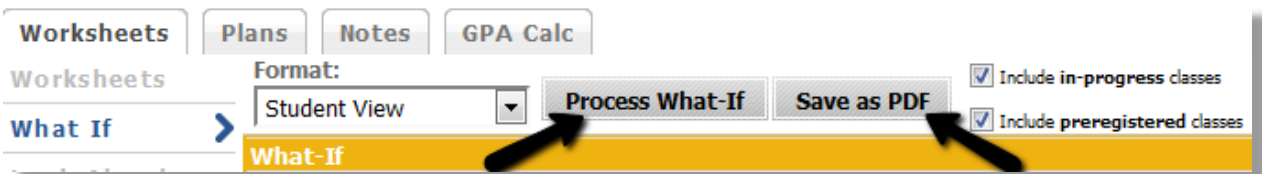
Chosen Areas of study

MAJOR : Business Administration  
 CONC : BUAD-Marketing  
 MINOR : International Studies

Remove

Select a combination of Level, Degree, Catalog Term, Major(s), Minor(s), and/or Concentration(s).

- Note about catalog year: The What-if will default to the current term, if you are trying to run a What-if for a prior or future term, be sure to select the correct term here.
- Degree and Major are tied together, so you will only be able to select majors that fall under the degree you have selected. For this reason, you are **not** able to run a What-If for a dual-degree or dual-majors that are under different Degrees (i.e. BS in Business Administration and BA in International Studies). However, you can run a What-If for a dual major if they are in the same Degree (i.e. BS in Business Administration with a second major in Speech Communication, also a BS degree).
- Concentrations are organized with the valid major code in front alphabetically. The What-if does not limit concentrations to the major you have selected, so be sure you are selecting a valid combination.
- Minors are free-floating, any minor can be added to any major in the What-if audit. However, be aware that Millersville’s policy states a student may not minor in their major, so while the What-if may let you select an invalid combination, you will not be able to declare that with academic advisement.



Click **Process What-If** button to see the results

**OR**

Click **Save as PDF** button to save/print What-If Audit

- What-If Audits are not stored in the database. If you first select “Process What-If” to view on screen in an interactive format, you will not be able to print or save in the printer-friendly format. You will need to run another What-If Audit with the same parameters and instead select “Save as PDF” on this screen.

## What-If Audit Options

Include in-progress classes  
 Include preregistered classes

The What-If Audit can include any courses in which the student is currently enrolled as well as those for which they are in-progress and/or pre-registered. To not have these classes displayed on the What-If Audit uncheck one or both of the boxes.

**Choose Your Future Classes**

Enter a course and click Add Course

Subject

Number

**Add Course**

Courses you are considering

**Remove Course**

The What-If Audit can include unregistered classes the student plans to take in the future

Type in future or planned **Subject** and **Number** and click **Add Course** button

- Multiple courses can be added

**Remove Course**

Click **Remove Course** button to remove unwanted courses from list if you added something incorrect or undesired.

Worksheets Plans Notes GPA Calc

Worksheets

Format: Student View

What If

What-If

Process What-If Save as PDF

Include in-progress classes  
 Include preregistered classes

Click **Process What-If** or **Save as PDF** button to see the results

## Look Ahead

Return to MAX

FAQ

Find Student ID M00508006 Name DWTTesting, Jane S. Degree BS Major Business Administration Level U Student Class Level Sophomore Last Audit 09/30/2015

Worksheets Plans Notes GPA Calc

Worksheets Format: Student View Process New Include in-progress classes Include preregistered classes

What If

Look Ahead

To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.

Enter a course and click Add Course

Subject

Number

Add Course

Courses you are considering

Remove Course

The Look Ahead allows the audit to reflect unregistered classes the student plans to take in the future. As with the What-If, it is important to remember that these audits are not saved, but can be printed and run again. The Look Ahead function is available on both the What-If and on the Worksheet tab.

Enter a course and click Add Course

Subject BUAD

Number 231

Add Course

Courses you are considering

BUAD 202  
BUAD 206

Remove Course

Type in future **Subject** and **Number** and click **Add Course** button

- Multiple courses can be added. In the example above you can see BUAD 202 and 206 have been added and BUAD 231 is being entered for adding.

Remove Course

Click Remove Course button to remove unwanted courses from list



- Include in-progress classes
- Include preregistered classes

The Look-Ahead Audit can include any courses in which the student is currently enrolled (in-progress) as well as those for which they are pre-registered. To not have these classes displayed on the Look-Ahead Audit uncheck the boxes.

**Process New**

Click **Process New** button to see the results:

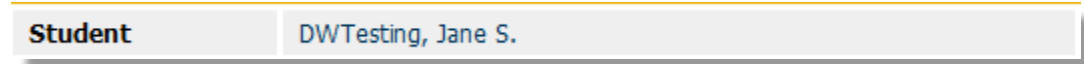
Major in Business Administration		Catalog Term: FALL 2014	Credits Required: 57
		Major GPA: 1.77	Credits Applied: 18
<b>Unmet conditions for this set of requirements:</b> Your GPA is 1.77; a GPA of 2.0 is required 57 credits are required. You currently have 18, you still need 39 more credits. A minimum of 28.5 credits must be taken in residence.			
<b>BUSINESS FOUNDATIONS BLOCK</b>			
<input checked="" type="checkbox"/>	Introduction to Financial Accounting (C- minimum)	BUAD 161	Intro to Financial Accounting
<input checked="" type="checkbox"/>	Introduction to Managerial Accounting (C- minimum)	BUAD 162	Intro to Managerial Accounting
<input checked="" type="checkbox"/>	The Legal Environment of Business (C- minimum)	BUAD 202	Legal Environment of Business
<b>BUSINESS CORE REQUIREMENTS</b>			
A grade of C- or higher is required in BUAD 231 (Marketing), BUAD 251 (Management), and BUAD 341 (Finance) as a pre-requisite for the upper level courses in the respective areas.			
<input checked="" type="checkbox"/>	Business Research Methods	BUAD 206	Business Research Methods
<input checked="" type="checkbox"/>	Principles of Marketing	BUAD 231	Principles of Marketing
<input type="checkbox"/>	Principles of Management	Still Needed: 1 Class in BUAD 251*	
<input type="checkbox"/>	Management Information Systems	Still Needed: 1 Class in BUAD 307*	
<input type="checkbox"/>	Managerial Finance I	Still Needed: 1 Class in BUAD 341*	
<input type="checkbox"/>	Human Resource Management	Still Needed: 1 Class in BUAD 352*	
<input type="checkbox"/>	Management Science	Still Needed: 1 Class in BUAD 358*	
<input type="checkbox"/>	Strategy and Policy	Still Needed: 1 Class in BUAD 455*	
<input type="checkbox"/>	<b>DEPARTMENTAL ELECTIVES</b>	COMM 251	Public Relations 1
		C+	3
		SPRING 2015	
Still Needed: 6 to 996 Credits in BUAD @ or COMM 351* or CSCI 161* or 466* or ECON 207* or 215* or 225* or 246* or 318* or 319* or 325* or 333* or 345* or 375* or FREN 301* or GEOG 222 or 292* or 295* or GERM 301* or GOVT 251* or 325 or 351 or ITEC 100 or 110 or 356* or 494* or OSEH 120 or PSYC 329* or SOCY 216* or 318 or SPAN 301* Except BUAD 161* or 162* or 202 or 206* or 231* or 251* or 307* or 341* or 352* or 358* or 455*			

Courses entered into Look-Ahead will show up as bright blue and "PLANNED" on the Degree Audit in the requirements to which they apply.

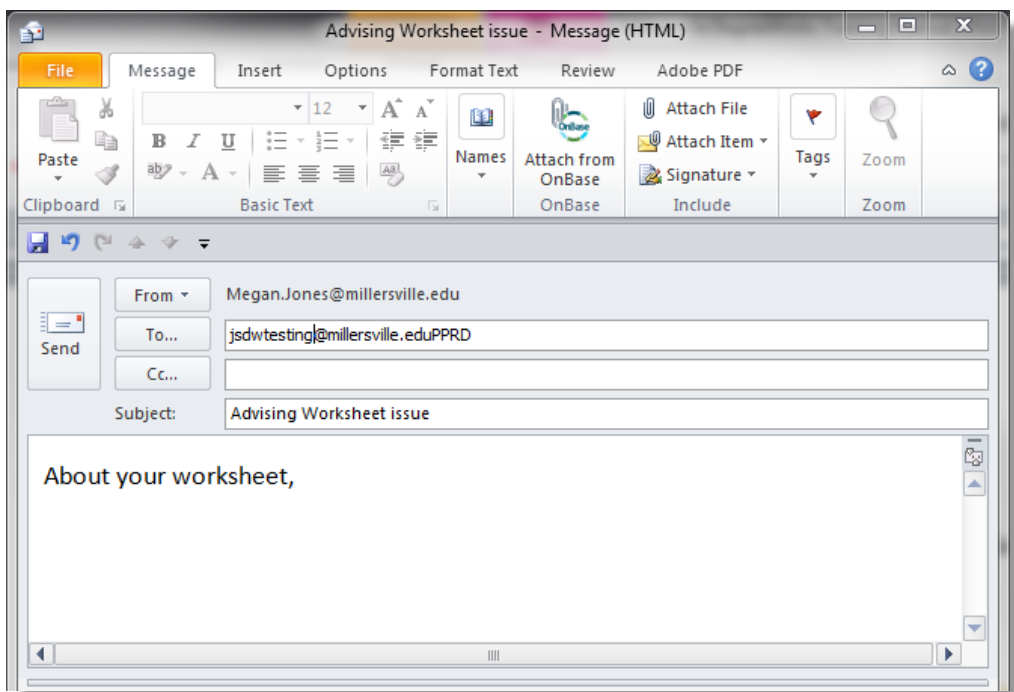
## Direct Email

Degree Works provides the capability to email a student and/or advisor directly from within the audit.

### Advisor emailing the student



Click on the student's name in the header of the worksheet view and an outlook email pop up window will appear.



### Student emailing the advisor(s)



The student can click on the advisor's email address and an outlook email pop up window will appear. Since many students do not use Outlook we have displayed the advisors email instead of name so they can also type the email address or copy and paste it into the email service of their choice.

# Notes

The screenshot shows the Millersville University TEST interface. At the top, there is a navigation bar with 'Return to MAX', 'FAQ', 'Help', and 'Log Out'. Below this is a search bar with fields for Student ID (M00770232), Name (Marauder, Scully M.), Degree (BSE), Major (Social Studies-History), Level (U), Student Class Level (Freshman), and Last Audit (Today). There are buttons for 'Worksheets', 'Plans', 'Notes', and 'GPA Calc'. A 'View Notes' button with a right-pointing arrow is also present. Below the navigation is an 'Add Note' section. The 'View Notes' section contains a table with the following data:

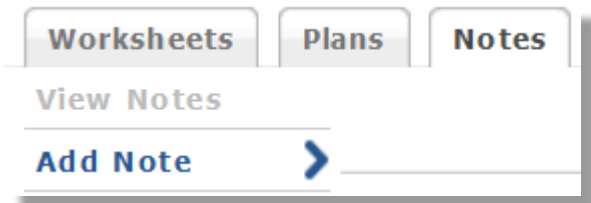
Note Text	Created By	Create Date
Student was advised for upcoming registration term.	Kevorkian, Tanya E	10/08/2015

Below the table is a 'Disclaimer' section with the text: 'Any notes entered here become a part of the student's audit and are viewable to the student and anyone with access to the degree audit.'

The Notes utility allows Degree Works users to document academic advising on student records. These Notes are viewable by the student on their audit in the Notes section at the bottom of the Worksheet.

Please be aware that notes entered in Degree Works are part of the students educational record and will be disclosed as part of that record when complying with any legal requests for the release of information in that educational record. Notes should be factual and of a nature under public scrutiny. For this reason, Millersville has opted at this time to only allow the use of pre-defined notes. If you have a general note (i.e. one that could be useful for multiple students or departments) that you would like to suggest for the audit, please email [degree.audit@millersville.edu](mailto:degree.audit@millersville.edu)

## Add Notes



Find	Student ID	Name	Degree	Major	Level	Student Class Level	Last Audit
	M00770232	Marauder, Scully M.	BSE	Social Studies-History	U	Freshman	Today 

Click on **Add Notes** on the Notes Tab OR Click on the  icon in the audit header.

**Add New Note**

Enter your note and click the Save Note button

Choose a predefined note from the list below

Choose a predefined note from the drop down list. This is the only option for advisors. Millersville is not using the free-entry notes. If you have a pre-defined note you would like to suggest, please email [degree.audit@millersville.edu](mailto:degree.audit@millersville.edu)

Click **Save Note**

**Your note was added successfully.**

**You may run a new audit to get your note changes incorporated into the latest audit for the student.**

Click **Run New Audit** button to display notes in View Notes section and on the student's worksheet

## View Notes

The screenshot shows a web interface with a navigation bar containing 'Worksheets', 'Plans', 'Notes', and 'GPA Calc'. Below the navigation bar, there is a 'View Notes' button with a right-pointing arrow and an 'Add Note' link. The main content area features a yellow header 'View Notes' above a table. The table has three columns: 'Note Text', 'Created By', and 'Create Date'. It contains two rows of data. Below the table is a yellow 'Disclaimer' section with a warning message.

Note Text	Created By	Create Date
Student missed scheduled advisement appointment	Kevorkian, Tanya E	10/08/2015
Student was advised for upcoming registration term.	Kevorkian, Tanya E	10/08/2015

**Disclaimer**  
Any notes entered here become a part of the student's audit and are viewable to the student and anyone with access to the degree audit.

Click on **View Notes** on the Notes Tab. It will display all notes, who created them and the date on which they were created.

### Modify or Delete Notes

Access to modify or delete notes has not been given to the advisor role. This is because the ability is not driven by WHO added the note. Therefore anyone with that access role could modify or delete someone else's note. If you need a note that you entered modified or deleted, please contact [degree.audit@millersville.edu](mailto:degree.audit@millersville.edu).

# GPA Calculator

Millersville University  
SEIZE THE OPPORTUNITY

TEST

Return to MAX      FAQ      Help      Log Out

Find Student ID: M00508006    Name: DWTesting, Jane S.    Degree: BS    Major: Business Administration    Level: U    Student Class Level: Sophomore    Last Audit: 09/30/2015

Worksheets    Plans    Notes    **GPA Calc** (indicated by a red arrow)

Graduation Calculator >

Term Calculator

Advice Calculator

**Disclaimer:** The GPA Calculator Tool is for planning purposes only and does not reflect the official GPA. The GPA Calculator Tool does not account for repeated courses in its calculations. Students must meet established GPA requirements for Overall GPA, Major GPA and Minor GPA (if any) for graduation purposes. Please contact your advisor or the Registrar's Office for additional information.

Current GPA	1.87
Credits Remaining	
Credits Required	
Desired GPA	

Calculate

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There are three different GPA calculators available in Degree Works: Graduation, Term, and Advice Calculators. The calculators, in conjunction with current Degree Works functions, can help students in many ways, providing:

- Realistic goal-setting at the beginning of the term or academic career
- Calculation of their end-of-term GPA using students' actual academic information
- Accurate mapping of students' paths for achieving honors, avoiding probation, or satisfying personal academic aspirations
- Be aware that **GPA calculators cannot factor in REPEATED classes**. Therefore, if a student is repeating a failed or low grade course, it may have a different effect on the GPA than what the calculator indicates.

## Graduation Calculator

Millersville University  
SEIZE THE OPPORTUNITY

TEST

Return to MAX      FAQ      Help

Find Student ID Name Degree Major Level Student Class Level Last Audit

M00508006 DWTesting, Jane S. BS Business Administration U Sophomore 09/30/2015

Worksheets Plans Notes GPA Calc

Graduation Calculator

Term Calculator

Advice Calculator

Disclaimer: The GPA Calculator Tool is for planning purposing only and does not reflect the official GPA. The GPA Calculator Tool does not account for repeated courses in its calculations. Students must meet established GPA requirements for Overall GPA, Major GPA and Minor GPA (if any) for graduation purposes. Please contact your advisor or the Registrar's Office for additional information.

Current GPA	1.87
Credits Remaining	
Credits Required	
Desired GPA	

Calculate

Select **Graduation Calculator** from the GPA Calc tab

**Credits Remaining**

Enter the number of semester hours the student still needs to complete

**Credits Required**

Enter the number of credits required for graduation

**Desired GPA**

Enter the GPA the student would like to earn upon graduation

**Calculate**

Click calculate

The system will advise you whether or not the desired GPA is achievable and what is necessary in order to make that happen.

## Graduation Calculator (example)

In this example the student has completed 43 credits, therefore they have 77 credits remaining to reach the minimum required credits of 120 for their degree. Desired GPA has been entered as the minimum to earn the degree at 2.0.

<b>Current GPA</b>	<b>1.87</b>
<b>Credits Remaining</b>	<b>77</b>
<b>Credits Required</b>	<b>120</b>
<b>Desired GPA</b>	<b>2.0</b>

When **Calculate** is clicked:

<b>Current GPA</b>	<b>1.87</b>
<b>Credits Remaining</b>	<b>77</b>
<b>Credits Required</b>	<b>120</b>
<b>Desired GPA</b>	<b>2.0</b>

You need to average a **2.07** over your final **77** Credits to graduate with your desired GPA.

If an unrealistic goal is set, the audit will give an error. In this case, with the remaining credits, if the student wanted a 3.5 GPA, they would need an unattainable GPA of 4.41 in their remaining credits:

<b>Current GPA</b>	<b>1.87</b>
<b>Credits Remaining</b>	<b>77</b>
<b>Credits Required</b>	<b>120</b>
<b>Desired GPA</b>	<b>3.5</b>

**Error:** To achieve your desired GPA, you would need to average higher than a 4.0. You would need to average a **4.41**.



## Term Calculator

This is the most specific calculator. It can be used for goal-setting as well as mapping paths to avoid probation, get off of probation, achieve honors, etc.

The student's current classes and credits (if applicable) are preloaded into the form. You can also add classes and credits to the class list. When done entering class information with expected credits and grades, click Calculate. The following screen will produce the new calculated GPA.

**Return to MAX** **FAQ** **Help**

Find Student ID: M00508006 Name: DWTesting, Jane S. Degree: BS Major: Business Administration Level: U Student Class Level: Sophomore Last Audit: 09/30/2015

Worksheets Plans Notes **GPA Calc**

Graduation Calculator  
**Term Calculator** (highlighted with red arrow)  
 Advice Calculator

**Disclaimer: The GPA Calculator Tool is for planning purposes only and does not reflect the official GPA. The GPA Calculator Tool does not account for repeated courses in its calculations. Students must meet established GPA requirements for Overall GPA, Major GPA and Minor GPA (if any) for graduation purposes. Please contact your advisor or the Registrar's Office for additional information.**

Current GPA: 1.87  
 Credits Attempted: 53

	Credits	Grade
BUAD 162	3	A [4.00]
ECON 102	3	A [4.00]
MATH 151	4	A [4.00]
MUSI 263	3	A [4.00]
Class 5		A [4.00]
Class 6		A [4.00]
Class 7		A [4.00]
Class 8		A [4.00]
Class 9		A [4.00]
Class 10		A [4.00]

Calculate

Select **Term Calculator** from the GPA Calc tab

	Credits	Grade
<b>BUAD 162</b>	<b>3</b>	B [3.00]
<b>ECON 102</b>	<b>3</b>	C [2.00]
<b>MATH 151</b>	<b>4</b>	B- [2.70]
<b>MUSI 263</b>	<b>3</b>	A [4.00]

Select an anticipated grade for each of the current courses listed

Calculate

Click calculate

You will see a list of the courses, credits and the grade that was entered, this will calculate the GPA for the student if those grades are achieved that term. In this case, the student has a 1.87 and if they achieve the grades entered, their GPA will be a 2.07 at the end of the term:

<b>Current GPA</b>				<b>1.87</b>	
<b>Credits Earned So Far</b>				<b>53</b>	
<b>Class</b>	<b>Credits</b>	<b>Grade</b>		<b>Calculated GPA</b>	<b>2.07</b>
BUAD 162	3	B	3.00	By achieving the grades listed here, your GPA at the end of the term will be 2.07	
ECON 102	3	C	2.00		
MATH 151	4	B-	2.70		
MUSI 263	3	A	4.00		
					<input type="button" value="Recalculate"/>

## Advice Calculator

This calculator is perhaps the easiest to use. The student need only provide their desired GPA. It is used to figure out how a student can raise/lower their GPA using actual grades as advice.

Millersville University  
SEIZE THE OPPORTUNITY

TEST

Return to MAX      FAQ      Help

Find Student ID Name Degree Major Level Student Class Level Last Audit  
M00508006 DWTesting, Jane S. BS Business Administration U Sophomore 09/30/2015

Worksheets Plans Notes GPA Calc

Graduation Calculator  
Term Calculator  
Advice Calculator

Disclaimer: The GPA Calculator Tool is for planning purposing only and does not reflect the official GPA. The GPA Calculator Tool does not account for repeated courses in its calculations. Students must meet established GPA requirements for Overall GPA, Major GPA and Minor GPA (if any) for graduation purposes. Please contact your advisor or the Registrar's Office for additional information.

Current GPA	1.87
Credits Attempted	53
Desired GPA	

Calculate

Select **Advice Calculator** from the GPA Calc tab

**Desired GPA**

Enter the GPA the student would like to earn upon graduation

**Calculate**

Click calculate

The system will advise you whether or not the desired GPA is achievable and what is necessary in order to make that happen.

## Advice Calculator (example)

In this case, you can see that the student would like to have a 2.5 GPA, so the advice calculator gives them an average grade required for a variety of credit ranges:

Current GPA	1.87
Credits Earned	53
Desired GPA	2.5

**To achieve your desired GPA, you need one of the following:**

- 23 Credits at 4.00 ( A ) grade average
- 28 Credits at 3.70 ( A- ) grade average
- 42 Credits at 3.30 ( B+ ) grade average
- 67 Credits at 3.00 ( B ) grade average

**Note:** Results that would require you to take more than 150 Credits have been omitted.

In this case, you can see that the student has entered a 3.5 GPA as a goal. The advice calculator is giving an error because achieving this GPA is not realistic, given their earned credits and current GPA. It would require more than 150 credits in order to achieve.

Current GPA	1.87
Credits Earned	53
Desired GPA	3.5

**Error:** Achieving your desired GPA is not possible or not realistic. It would require too many Credits

# NEW! Plans (Student Planner)

**Millersville University** TEST  
SEIZE THE OPPORTUNITY

Return to MAX      FAQ      Help      Log Out

Find Student ID: M00508006 | Name: DWTesting, Jane S. | Degree: BS | Major: Business Administration | Level: U | Student Class Level: Sophomore | Last Audit: 09/30/2015

Worksheets   Plans   Notes   GPA Calc

Student Planner for: DWTesting, Jane S.      View: Audit      View Plan List      New Plan

**General Education Requirements**  
Still Needed: See General Education section

**Business Foundations**  
Catalog Term: FALL 2014  
GPA: 2.230  
Credits Applied: 12  
Credits Required: 15  
Unmet conditions for this set of requirements: 15 credits are required. You currently have 12, you still need 3 more credits.  
A C- (C minus) grade or better is required in the Business Foundations courses PRIOR to enrolling in any other courses with the department of Business Administration.

<input checked="" type="checkbox"/>	Principles of Macroeconomics				
	ECON 101	Principles of Macroeconomics	B-	3	FALL 2014
<input checked="" type="checkbox"/>	Principles of Microeconomics				
	ECON 102	Principles of Microeconomics	IP	(3)	FALL 2015
<input checked="" type="checkbox"/>	Introduction to Financial Accounting				
	BUAD 161	Intro to Financial Accounting	B	3	SPRING 2015
<input checked="" type="checkbox"/>	Introduction to Managerial Accounting				
	BUAD 162	Intro to Managerial Accounting	IP	(3)	FALL 2015

**The Legal Environment of Business**  
Still Needed: 1 Class in BUAD 202

**Major in Business Administration**  
Catalog Term: FALL 2014  
GPA: 1.580  
Credits Applied: 12  
Credits Required: 57  
Your GPA is 1.58; a GPA of 2.0 is required  
Unmet conditions for this set of requirements: 57 credits are required. You currently have 12, you still need 45 more credits.  
A minimum of 28.5 credits must be taken in residence.

**BUSINESS FOUNDATIONS BLOCK**

Last updated by: Kevorkian, Tanya E on 06-Oct-2015      Refresh Audit      Print      Save

**Jane S DWTesting BUAD Plan**      Active: Yes  
Degree: Bachelor of Science      Status: LOCKED  
Level: Undergraduate      Tracking Status: ---

**2015-2016 Academic Year**  
---      SPRING 2016, Total Credits: 0.0

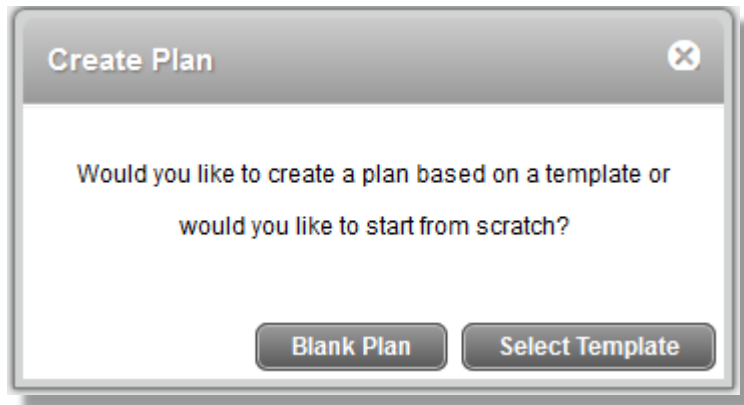
**2016-2017 Academic Year**  
---      SUM 1 2016, Total Credits: 0.0      FALL 2016, Total Credits: 0.0

Disclaimer: You are encouraged to use this degree plan as a guide for tracking your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This plan is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree plan, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

The Student Planner (Plans Tab) is a tool in Degree Works that students and advisors use to create academic plans. Pre-defined plans, or templates for particular programs of study, can be created ahead of time and loaded for student advising. Once a plan is populated it may be modified as needed. The Audit View in the Planner allows courses from the degree audit to be pulled into the plan with a simple drag-n-drop action.

## Creating a Plan

If no plan exists, when you click on the Plans Tab you will be prompted to “Create Plan”.



You can either choose to **Select Template**, which will load a default plan for a specific major. This is generally most useful for an incoming freshman student that will need a full 4 year plan.

Or, you can choose to start with a **Blank Plan**. This will create a completely blank plan for the advisor/student to add terms and courses as they apply. This will be most useful for transfer students who already have many requirements met or continuing students that are just beginning to use the plans tool.

## Creating a Blank Plan

The screenshot shows the 'Student Planner' interface for 'DWTTesting, Jane S.'. The 'Plans' tab is active. The description field contains 'BS BUSINESS ADMINISTRATION MANAGEMENT M00508006' and is highlighted with a red border. To the right of the description are checkboxes for 'Active' and 'Locked', both of which are checked. Below the description, the degree is set to 'Bachelor of Science' and the level is 'Undergraduate'. The tracking status is 'Not displayed, plan is not active'. A disclaimer is visible below the tracking status. On the right side, there is a 'Still Needed' section with a list of requirements, including 'Degree in Bachelor of Science', 'Business Foundations', 'Major in Business Administration', 'Concentration in Management', 'Req Related for Business Administration', 'General Education', 'Foundations for Lifelong Learning', 'General Education: Liberal Arts Core (G1)', 'General Education Req: 200 Level & Abo', 'Connections & Explorations; Open Electi', 'Cultural Diversity & Community', and 'General Education Writing Requirement'. At the bottom right, a red arrow points to the 'Save' button in the 'Courses' section.

Description:   Active  Locked

If you are creating a blank plan, you will need to enter a description for the plan. It's advised to use a naming convention such as "DEGREE MAJOR OPTION STUDENT M#". Then, if you are an advisor you can make this the active plan and also lock it, so that your advised plan cannot be altered. Students can "Save As" to create and work with a Plan on their own to later discuss with their advisor for review and activation, however, they cannot activate or lock a plan that an advisor has made active and locked.



Once you have saved the plan, you can add terms and courses in the "Edit" View

The screenshot shows a 'View' dropdown menu. The current view is 'Edit'. The dropdown menu is open, showing the following options: 'Select', 'Audit', 'Calendar', and 'Edit'. The 'Edit' option is highlighted in yellow.

## Adding A Term

The screenshot shows the 'Student Planner' interface for 'DWTTesting, Jane S.'. At the top, there are tabs for 'Worksheets', 'Plans', 'Notes', and 'GPA Calc'. Below the tabs, the student's name and 'View: Edit' are visible. The main area contains fields for 'Description' (BS BUSINESS ADMINISTRATION MANAGEMENT M00508006), 'Degree' (Bachelor of Science), and 'Level' (Undergraduate). There are also checkboxes for 'Active' and 'Locked'. A red box highlights a '+' icon in the top right corner, with a red arrow pointing to it and a text box that says 'Click here to add a term'.

First, you need to add terms to the plan.

Here, you can see Spring 2016, Summer 1 2016 and Fall 2016 have been added:

The screenshot shows the 'Student Planner' interface with a list of added terms. The terms are: SPRING 2016, SUM 1 2016, and FALL 2016. Each term has a 'Total Credits: 0.0' and an information icon. There are 'Reassign' and 'Delete this term' buttons for each term. A dropdown menu titled 'Add Term' is open, showing a list of terms: FALL 2015, WINTER 2016, SUM 2 2016, SUM 3 2016, WINTER 2017, SPRING 2017, SUM 1 2017, SUM 2 2017, SUM 3 2017, and FALL 2017.

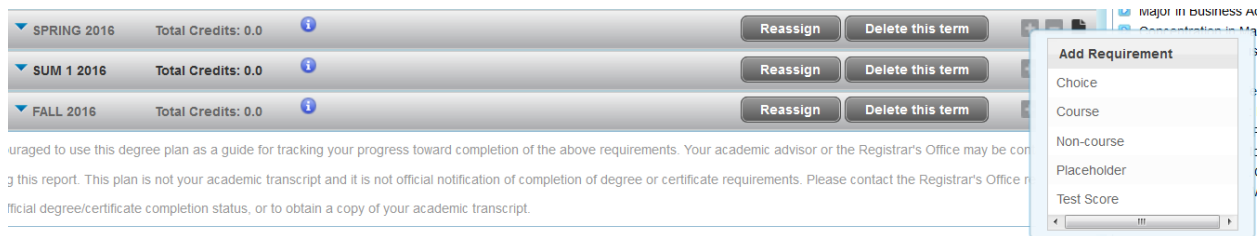
Term	Total Credits	Info	Reassign	Delete this term
SPRING 2016	0.0	i	Reassign	Delete this term
SUM 1 2016	0.0	i	Reassign	Delete this term
FALL 2016	0.0	i	Reassign	Delete this term

Disclaimer: You are encouraged to use this degree plan as a guide for tracking your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This plan is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office for more information on this degree plan, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

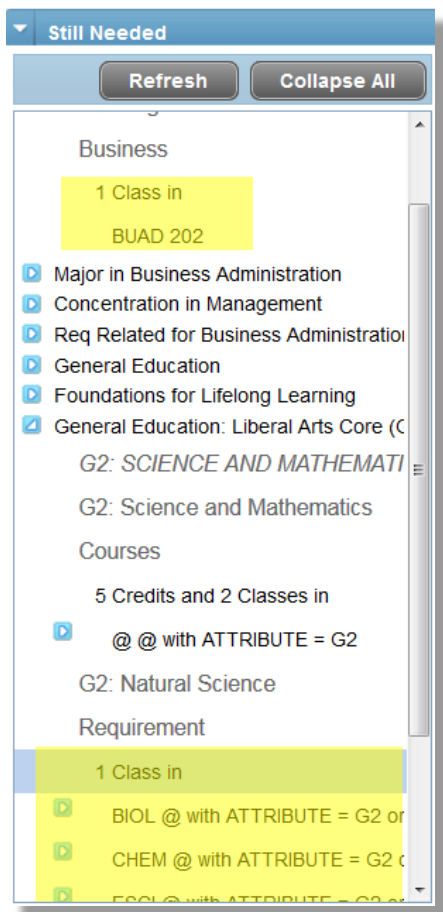


## Adding Requirements

Within a term, you can click the **+** to add a requirement. You can add choice requirements, specific course requirements, non-course requirements, placeholder, or test score. Keep in mind that only specific courses and test scores will show as “Planned” later in the audit view. A choice will not show on the audit view unless a pointer has been programmed or until a specific course is chosen to replace the choice.



From this student's Still Needed Items, you can see that BUAD 202 is required as well as a G2 Natural Science:



So, here, we've added 1 Course Requirement of BUAD 202 and a Choice Requirement of anything in BIOL, CHEM, ESCI or PHYS with a G2 Attribute:

Critical		Course Requirement	Credits	Minimum Grade	Notes
<input type="checkbox"/>		BUAD 202	3.0	None	

Critical		Choice Requirement	Minimum Credits	Pointer	Minimum Grade	Notes
<input type="checkbox"/>		BIOL @ with G2 or CHEM @ with G2 or ESCI @ with G2 or F...	3.0	None	None	

Always **SAVE** after making changes to a plan before exiting.



### Minimum Credits

Course requirements will default to the minimum value of a course as programmed into the catalog. For Choice requirements, you will need to add a minimum number of credits if necessary:

Choice Requirement	Minimum Credits	Pointer	Minimum Grade
BIOL @ with G2 or CHEM @ with G2 or ESCI @ with G2 or F...	3.0	None	D-

### Minimum Grade

You can choose to add a minimum grade for a requirement if your program requires a minimum.

Course Requirement	Credits	Minimum Grade	Notes
BUAD 202	3.0	C	


Choice Requirement	Minimum Credits	Pointer	Minimum Grade	Notes
BIOL @ with G2 or CHEM @ with G2 or ESCI @ with G2 or F...	3.0	None	D-	

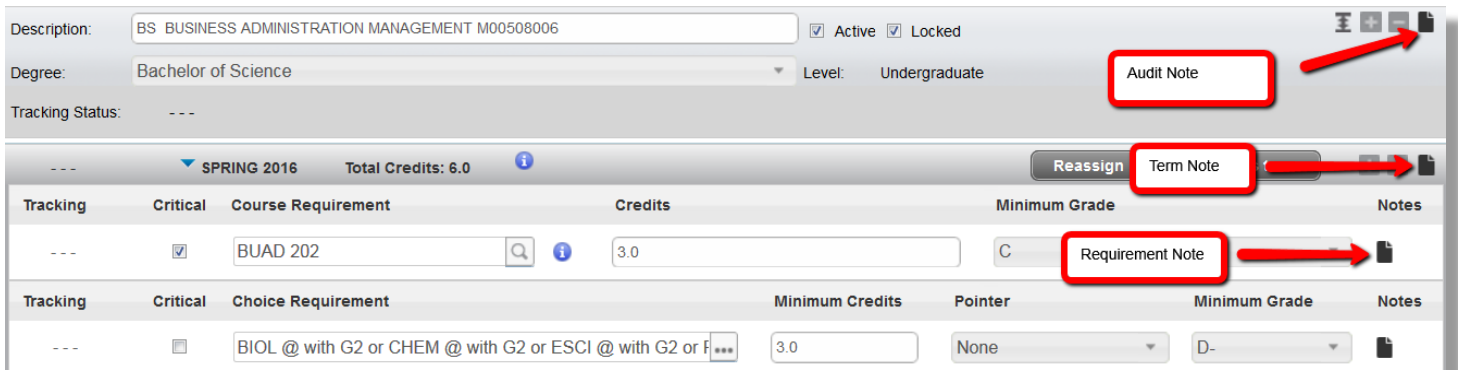
### Critical

Marking a course as critical, by checking off this box, will indicate to a student that their plan will be immediately “off track” if this is missed. This could be used for courses that are required as pre-requisites or sequential courses in a major that will create issues for scheduling and progress in future terms if it's not completed as planned.

Tracking	Critical	Course Requirement	Credits	Minimum Grade	Notes
---	<input checked="" type="checkbox"/>	BUAD 202	3.0	C	

## Notes


Notes can be added to specific Requirements, Terms or the overall plan. Just click on the  icon in the corresponding area where you wish to add a note or notes.




Description: BS BUSINESS ADMINISTRATION MANAGEMENT M00508006  Active  Locked


Degree: Bachelor of Science Level: Undergraduate

Tracking Status: ---

SPRING 2016 Total Credits: 6.0   

Tracking	Critical	Course Requirement	Credits	Minimum Grade	Notes
---	<input checked="" type="checkbox"/>	BUAD 202	3.0	C	<input type="button" value="Requirement Note"/> 

Choice Requirement

Tracking	Critical	Choice Requirement	Minimum Credits	Pointer	Minimum Grade	Notes
---	<input type="checkbox"/>	BIOL @ with G2 or CHEM @ with G2 or ESCI @ with G2 or F...	3.0	None	D-	

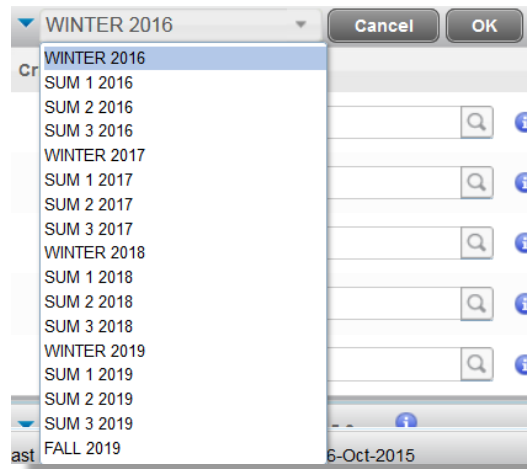
## Reassign

If a student misses a term or decides to switch terms in a plan, you can easily alter the plan by choosing Reassign to reassign that full set of requirements to another term.



FALL 2015 Total Credits: 15.0   

You cannot reassign a term to one that is already on the plan, so for example if you wish to move Fall 2015 to Spring 2016, you will first have to move Spring 2016 to an unused term (like Winter 2016).



WINTER 2016

- WINTER 2016
- SUM 1 2016
- SUM 2 2016
- SUM 3 2016
- WINTER 2017
- SUM 1 2017
- SUM 2 2017
- SUM 3 2017
- WINTER 2018
- SUM 1 2018
- SUM 2 2018
- SUM 3 2018
- WINTER 2019
- SUM 1 2019
- SUM 2 2019
- SUM 3 2019
- FALL 2019

Cancel OK


## Delete this Term

Most often to be used if a template is uploaded and a term is not needed, or if a student takes a full term at another institution, you can delete a term from a plan.




FALL 2015  


### Expand all Terms

To view all terms in expanded format, click on the  icon at the top right of a plan.

### Add Terms or requirements

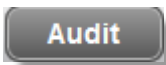
You may add terms or requirements to a plan by clicking on the  icon on the plan header (to add full terms) or within the term (to add requirements).

### Delete Terms or requirements

You may delete terms or requirements to a plan by clicking on the  icon on the plan header (to delete full terms) or within the term (to delete requirements).

## Plan Audit

You can view how the plan that has been saved applies to your Degree Audit by clicking on the Audit button in the bottom navigation of the Edit View.



On the Plan Audit, courses that have been added to the plan will appear in bright blue font with PLAN in the grade column with the corresponding term for which it has been planned.

Plan Audit

General Education Requirements Still Needed: See **General Education** section

**Business Foundations** Credits Required: 15 Credits Applied: 15

*A C- (C minus) grade or better is required in the Business Foundations courses PRIOR to enrolling in any other courses with the department of Business Administration.*

<input checked="" type="checkbox"/>	Principles of Macroeconomics	ECON 101	Principles of Macroeconomics	B-	3	FALL 2014
<input type="checkbox"/>	Principles of Microeconomics	ECON 102	Principles of Microeconomics	IP	(3)	FALL 2015
<input checked="" type="checkbox"/>	Introduction to Financial Accounting	BUAD 161	Intro to Financial Accounting	B	3	SPRING 2015
<input type="checkbox"/>	Introduction to Managerial Accounting	BUAD 162	Intro to Managerial Accounting	IP	(3)	FALL 2015
<input type="checkbox"/>	The Legal Environment of Business	<b>BUAD 202</b>	<b>Legal Environment of Business</b>	<b>PLAN</b>	<b>(3)</b>	<b>SPRING 2016</b>

Major in Business Administration Catalog Term: FALL 2014 Credits Required: 57  
Major GPA: 1.77 Credits Applied: 12

**Unmet conditions for this set of requirements:** Your GPA is 1.77; a GPA of 2.0 is required  
57 credits are required. You currently have 12, you still need 45 more credits.  
A minimum of 28.5 credits must be taken in residence.

BUSINESS FOUNDATIONS BLOCK

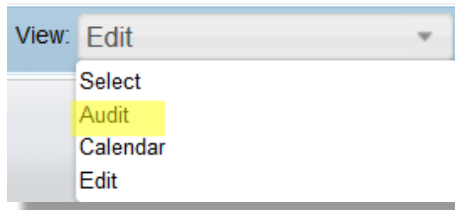
<input checked="" type="checkbox"/>	Introduction to Financial Accounting (C- minimum)	BUAD 161	Intro to Financial Accounting	B	3	SPRING 2015
<input type="checkbox"/>	Introduction to Managerial Accounting (C- minimum)	BUAD 162	Intro to Managerial Accounting	IP	(3)	FALL 2015
<input type="checkbox"/>	The Legal Environment of Business (C- minimum)	<b>BUAD 202</b>	<b>Legal Environment of Business</b>	<b>PLAN</b>	<b>(3)</b>	<b>SPRING 2016</b>

BUSINESS CORE REQUIREMENTS

Two red arrows originate from the left side of the screen. One arrow points to the 'BUAD 202' entry in the 'Business Foundations' table. The other arrow points to the 'BUAD 202' entry in the 'BUSINESS FOUNDATIONS BLOCK' table.

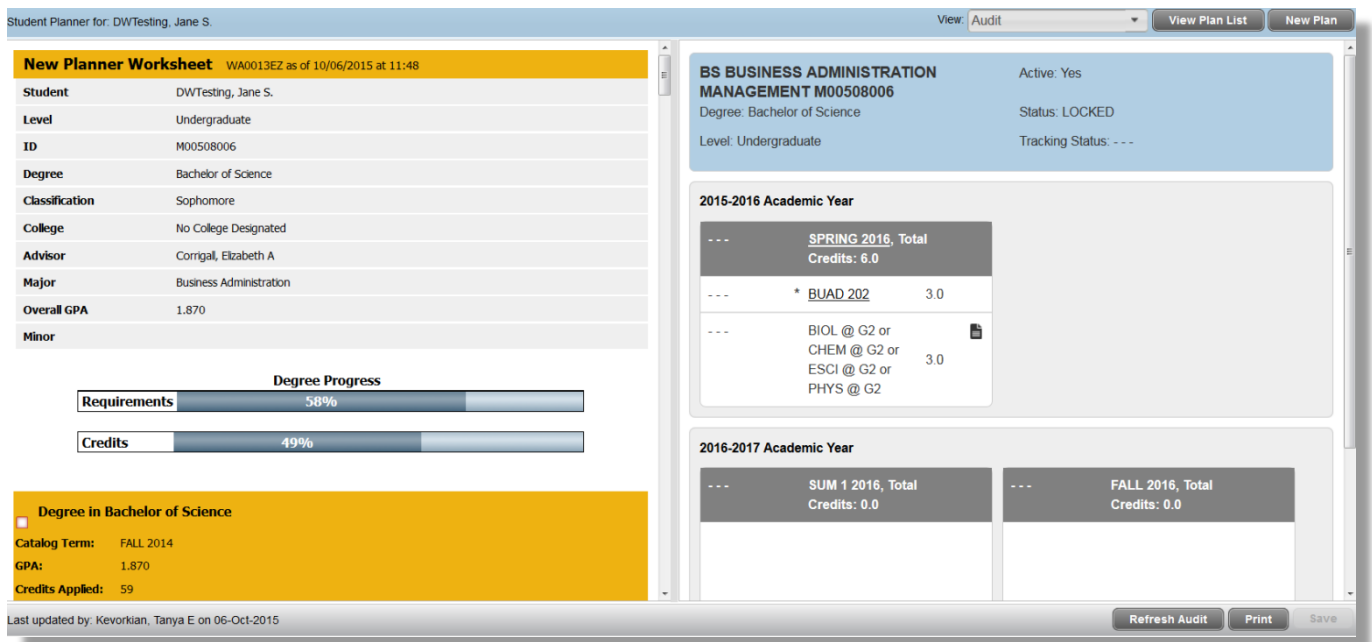
## Audit View

You can select the audit view from the View menu.



Once all of a student's terms have been added in the Edit View, you can select the Audit View to easily drag and drop courses from the Audit Worksheet to the Plan. This does not work for choice requirements, only for specific courses.

The Audit View displays the Calendar View and the Audit Worksheet next to each other.

A screenshot of the 'Student Planner' interface for a student named Jane S. The interface is in 'Audit' view. On the left, there is a 'New Planner Worksheet' section with student details: Student (DWTTesting, Jane S.), Level (Undergraduate), ID (M00508006), Degree (Bachelor of Science), Classification (Sophomore), College (No College Designated), Advisor (Corrigall, Elizabeth A), Major (Business Administration), Overall GPA (1.870), and Minor. Below this is a 'Degree Progress' section with two progress bars: 'Requirements' at 58% and 'Credits' at 49%. At the bottom left, there is a 'Degree in Bachelor of Science' section with details: Catalog Term (FALL 2014), GPA (1.870), and Credits Applied (59). The main right-hand area shows the 'BS BUSINESS ADMINISTRATION MANAGEMENT M00508006' program details, including 'Active: Yes', 'Status: LOCKED', and 'Level: Undergraduate'. It also displays academic year summaries: '2015-2016 Academic Year' with 'SPRING 2016, Total Credits: 6.0' (including BUAD 202 for 3.0 credits) and '2016-2017 Academic Year' with 'SUM 1 2016, Total Credits: 0.0' and 'FALL 2016, Total Credits: 0.0'. At the bottom, there are buttons for 'Refresh Audit', 'Print', and 'Save'. The footer indicates 'Last updated by: Kevorkian, Tanya E on 06-Oct-2015'.

You can select a Still Needed course on the audit and drag it to the term in which you'd like to plan the course for the student. In the example below you can see MATH 235 has been dragged from the audit to the Summer I 2016 Term:

Student Planner for: DWTesting, Jane S. View: Audit View Plan List New Plan

Course	Principles of Microeconomics (C- minimum)	Principles of Microeconomics	IP	(3)	FALL 2015
ECON 102					
Calculus					
MATH 151	Calculus for Management				
	IP	(4)	FALL 2015		
Survey of Statistics					
Still Needed: 1 Class in MATH 235					

**General Education**  
 Catalog Term: FALL 2014  
 GPA: 2.360

Be advised that "Required Related" courses for a major may share with General Education Requirements. Please work with your advisor to select courses efficiently.

Foundations for Lifelong Learning Requirements  
 Still Needed: See Foundations for Lifelong Learning section

Liberal Arts Core: G1, G2, G3  
 Still Needed: See General Education: Liberal Arts Core (G1, G2, G3) section

200 Level & Above Requirement  
 Still Needed: See General Education Req: 200 Level & Above section

Connections & Exploration/Open Electives Requirements  
 Still Needed: See Connections & Explorations; Open Electives section

Cultural Diversity & Community  
 Still Needed: See Cultural Diversity & Community section

General Education Writing Requirement

--- SPRING 2016, Total Credits: 6.0

--- \* BUAD 202 3.0

--- BIOL @ G2 or CHEM @ G2 or ESCI @ G2 or PHYS @ G2 3.0

**2016-2017 Academic Year**

Term	Total Credits
SUM 1 2016	0.0
FALL 2016	0.0

--- MATH 235 3.0

Disclaimer: You are encouraged to use this degree plan as a guide for tracking your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This plan is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree plan, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

Last updated by: Kevorkian, Tanya E on 06-Oct-2015 Refresh Audit Print Save

To save this to the Plan, you need to click **Save** in the bottom right.

To see this requirement as Planned on the Audit, you need to click **Refresh Audit**

Student Planner for: DWTesting, Jane S. View: Audit View Plan List New Plan

Course	Principles of Microeconomics (C- minimum)	Principles of Microeconomics	B-	3	FALL 2014
ECON 101					
Principles of Microeconomics (C- minimum)					
ECON 102	Principles of Microeconomics				
	IP	(3)	FALL 2015		
Calculus					
MATH 151	Calculus for Management				
	IP	(4)	FALL 2015		
Survey of Statistics					
(MATH 235)	Survey of Statistics				
	PLAN	(3)	SUM 1 2016		

**General Education**  
 Catalog Term: FALL 2014  
 GPA: 2.360

Be advised that "Required Related" courses for a major may share with General Education Requirements. Please work with your advisor to select courses efficiently.

Foundations for Lifelong Learning Requirements  
 Still Needed: See Foundations for Lifelong Learning section

Liberal Arts Core: G1, G2, G3  
 Still Needed: See General Education: Liberal Arts Core (G1, G2, G3) section

200 Level & Above Requirement

Connections & Exploration/Open Electives Requirements  
 Still Needed: See Connections & Explorations; Open Electives section

Cultural Diversity & Community  
 Still Needed: See Cultural Diversity & Community section

General Education Writing Requirement

**MANAGEMENT M00508006**  
 Degree: Bachelor of Science Status: LOCKED  
 Level: Undergraduate Tracking Status: ---

--- SPRING 2016, Total Credits: 6.0

--- \* BUAD 202 3.0

--- BIOL @ G2 or CHEM @ G2 or ESCI @ G2 or PHYS @ G2 3.0

**2016-2017 Academic Year**

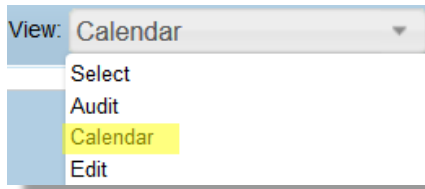
Term	Total Credits
SUM 1 2016	3.0
FALL 2016	0.0

--- MATH 235 3.0

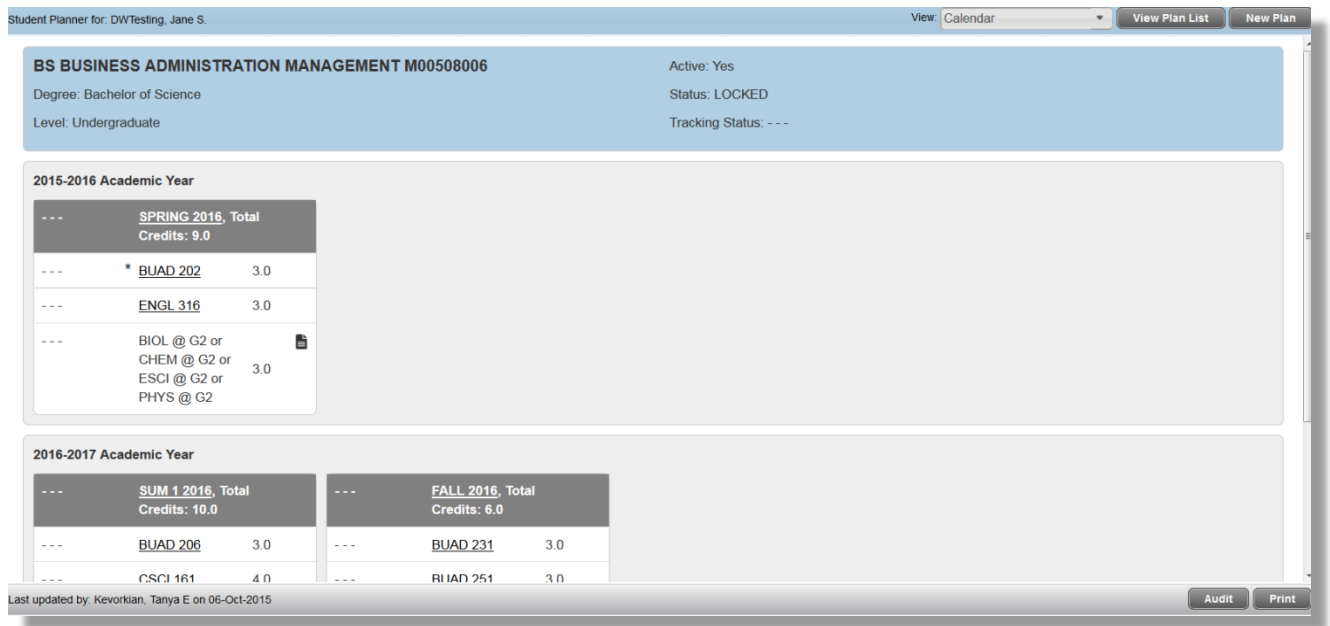
Last updated by: Kevorkian, Tanya E on 06-Oct-2015 Refresh Audit Print Save

## Calendar View

You can select the calendar view from the View menu.



The Calendar View is a view of the full plan for the student by term. Catalog Terms are arranged by Academic Year.

A screenshot of the Student Planner interface for a student named Jane S. The interface shows the following information:

- Student Planner for: DWTesting, Jane S.
- View: Calendar (dropdown menu)
- Buttons: View Plan List, New Plan
- Program: BS BUSINESS ADMINISTRATION MANAGEMENT M00508006
- Active: Yes
- Degree: Bachelor of Science
- Status: LOCKED
- Level: Undergraduate
- Tracking Status: ---
- 2015-2016 Academic Year
  - SPRING 2016, Total Credits: 9.0
  - \* BUAD 202 3.0
  - ENGL 316 3.0
  - BIOL @ G2 or CHEM @ G2 or ESCI @ G2 or PHYS @ G2 3.0
- 2016-2017 Academic Year
  - SUM 1 2016, Total Credits: 10.0
  - FALL 2016, Total Credits: 6.0
  - BUAD 206 3.0
  - BUAD 231 3.0
  - CSCI 161 4.0
  - BUAD 251 3.0
- Last updated by: Kevorkian, Tanya E on 06-Oct-2015
- Buttons: Audit, Print

From this view you can view the plan audit

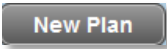
Audit

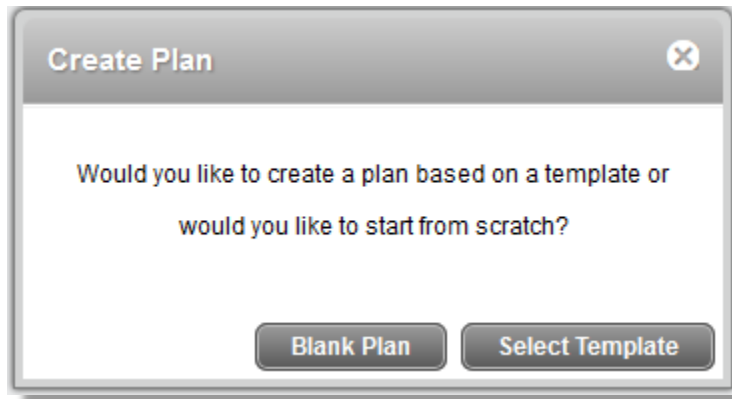
or you can print the calendar view of the plan

Print

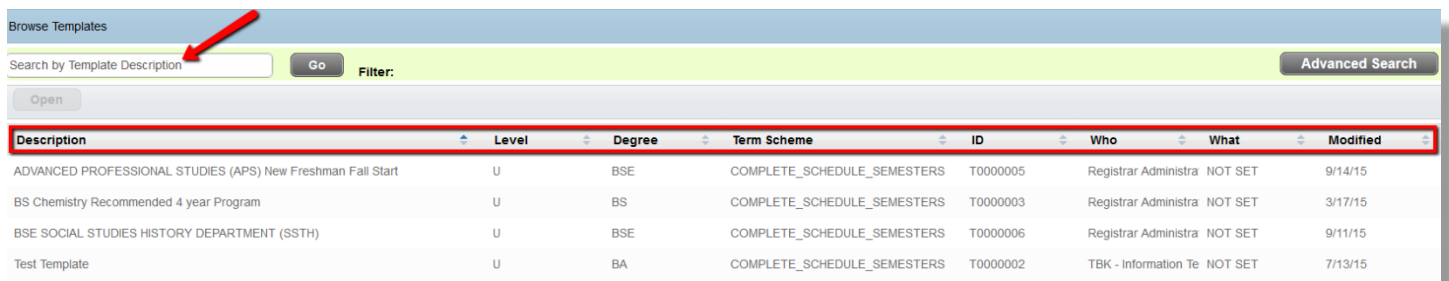


## Creating a Plan from a Template

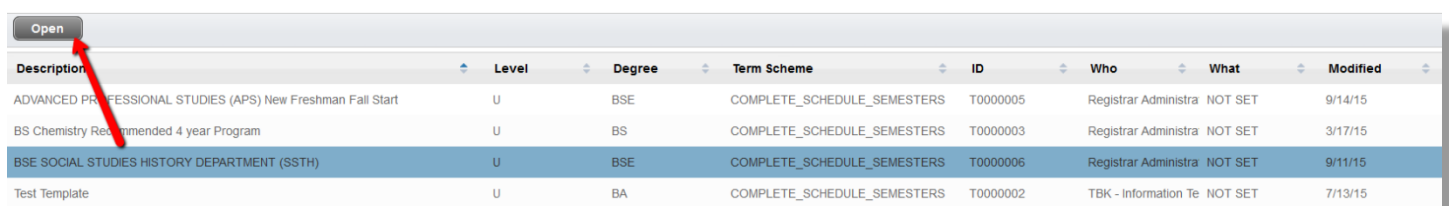
When prompted to create a plan for a student who does not have one, or when clicking on  for a student, you can choose to “Select Template”



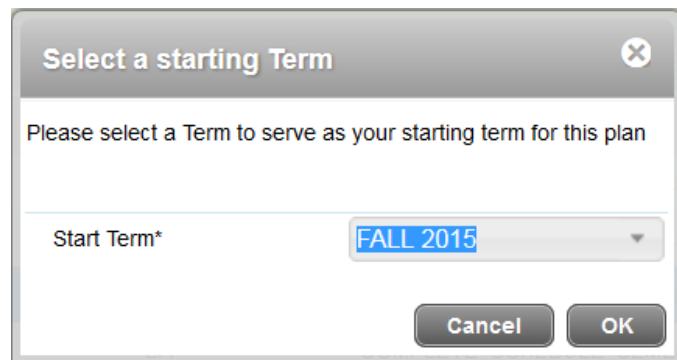
You will be given a full list of available templates and can search by Template Description, or view the full list. Clicking on any of the headers (Description, Level, Degree, Term Scheme, etc) will sort the list by that column.



To select a template, Highlight the one you want and click on “Open”



Select the start term for the student to whom you are applying the template.



Now, this template has become the plan for the student:

Millersville University **TEST**  
SEIZE THE OPPORTUNITY

Return to MAX      FAQ      Help      Log Out

Find Student ID M00770232 Name Marauder, Scully M. Degree BSE Major Social Studies-History Level U Student Class Level Freshman Last Audit Today

Worksheets Plans Notes GPA Calc

Student Planner for: Marauder, Scully M. View: Edit View Plan List New Plan

Description: BSE SOCIAL STUDIES HISTORY DEPARTMENT (SSTH)  Active  Locked

Degree: Bachelor of Science in Educat Level: Undergraduate

Tracking Status: Not displayed, plan is not active

FALL 2015 Total Credits: 15.0 Reassign Delete this term

Critical	Course Requirement	Credits	Minimum Grade	Notes
<input type="checkbox"/>	HIST 102	3.0	None	
<input type="checkbox"/>	HIST 106	3.0	None	
<input type="checkbox"/>	ENGL 110	3.0	None	
<input type="checkbox"/>	GOVT 111	3.0	None	
<input type="checkbox"/>	GEOG 120	3.0	None	

SPRING 2016 Total Credits: 15.0 Reassign Delete this term

Critical	Course Requirement	Credits	Minimum Grade	Notes
<input type="checkbox"/>	HIST 101	3.0	None	
<input type="checkbox"/>	HIST 105	3.0	None	
<input type="checkbox"/>	WELL 175	3.0	None	

Still Needed

- Degree in Bachelor of Science in Education
- Major in Social Studies History, BSE
- BSE SST Concentration Courses
- Advanced Professional Studies, BSE
- General Education
- General Education: Liberal Arts Core (G1)
- General Education Req: 200 Level & Above
- Connections & Explorations, Open Elective
- General Education Writing Requirement

Courses

Create Block Audit What-if Delete Save As... Save

You can save this plan as is for the student, or you can alter the description for the student and/or make it an active and locked plan.

Description: BSE SOCIAL STUDIES HISTORY DEPARTMENT (SSTH)  Active  Locked

Save

Once you have uploaded a template for the student, it has become their plan. You can now alter the plan in the Edit View, or you can use the Audit View to drag and drop courses from the worksheet. (See [Adding Requirements](#) and [Audit View](#) sections under Creating a Blank Plan).

## Plan Header

Student Planner for: DWTesting, Jane S.

View: Audit

View Plan List

New Plan

The Header gives you your choices for View and also lets you view the Plan List for a student or create a New Plan.

## Plan List

The Plan List shows a list of all Plans for a student. It indicates who created the plan, when it was last modified and also whether it's an Active Plan and if it is Locked or Not Locked.

Student Planner for: Marauder, Scully M.

View: Select

New Plan

List of plans

Delete

Description:	Active	Modified	Who	Degree:	Level:	Status:
ADVANCED PROFESSIONAL STUDIES (APS) New Freshman Fall Start	N	09/14/2015	Degree Works, Certification	BSE	U	LOCKED
BSE SOCIAL STUDIES Amerman M00770232	Y	09/30/2015	Marauder, Scully M.	BSE	U	NOT LOCKED
BSE SOCIAL STUDIES HISTORY DEPARTMENT (SSTH)	Y	10/02/2015	Kevorkian, Tanya E	BSE	U	LOCKED
BSE SOCIAL STUDIES HISTORY DEPARTMENT (SSTH)	N	10/02/2015	Marauder, Scully M.	BSE	U	NOT LOCKED
BSE SOCIAL STUDIES HISTORY DEPARTMENT (SSTH)	N	10/05/2015	Marauder, Scully M.	BSE	U	NOT LOCKED
BSE SOCIAL STUDIES HISTORY DEPARTMENT (SSTH)	N	10/06/2015	Kevorkian, Tanya E	BSE	U	NOT LOCKED

Active (Y or N) is the indicator that this is the plan the student is presently using. Plans with "Y" for active will be used for reporting details.

Locked indicates that the advisor has locked the plan.

**A plan must be ACTIVE AND LOCKED by an advisor to prevent the student from altering, deleting or saving over this plan.**

## Selecting a Plan

When selecting a plan from the list, you will be required to choose the View in which you want to open the plan.

Student Planner for: Marauder, Scully M.

View: Select

New Plan

List of plans

Delete

Description:	Active	Modified	Who	Degree:	Level:	Status:
ADVANCED PROFESSIONAL STUDIES (APS) New Freshman Fall Start	N	09/14/2015	Degree Works, Certification	BSE	U	LOCKED
BSE SOCIAL STUDIES Amerman M00770232	Y	09/30/2015	Marauder, Scully M.	BSE	U	NOT LOCKED
BSE SOCIAL STUDIES HISTORY DEPARTMENT (SSTH)	Y	10/02/2015	Kevorkian, Tanya E	BSE	U	LOCKED
BSE SOCIAL STUDIES HISTORY DEPARTMENT (SSTH)	N	10/02/2015	Marauder, Scully M.	BSE	U	NOT LOCKED
BSE SOCIAL STUDIES HISTORY DEPARTMENT (SSTH)	N	10/05/2015	Marauder, Scully M.	BSE	U	NOT LOCKED
BSE SOCIAL STUDIES HISTORY DEPARTMENT (SSTH)	N	10/06/2015	Kevorkian, Tanya E	BSE	U	NOT LOCKED

The 'View' dropdown menu is open, showing options: Select, Audit, Calendar, Edit. A red arrow points to the 'View' dropdown.


# Student Information Block

This includes detailed information about the student’s academic plan.

Student Planner for: Marauder, Scully M.

Description:   Active  Locked

Degree:  Level: Undergraduate

Tracking Status:  On-Track

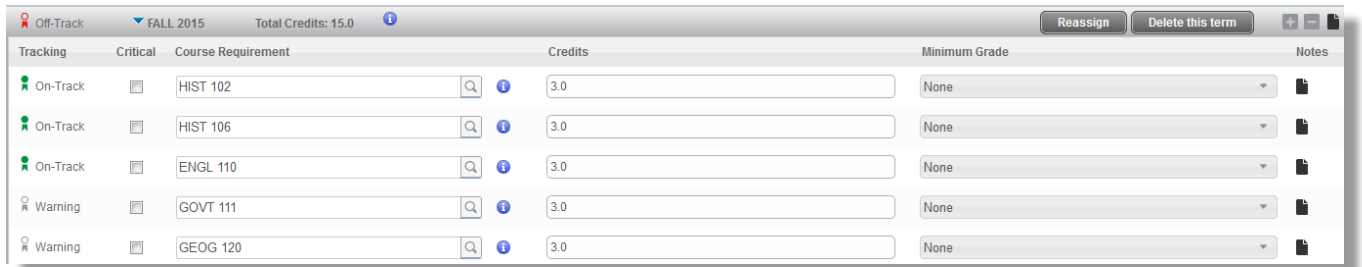
Student Planner for:	Displays student’s name
Description	Name for this students plan. The template plan name will default if templates are used. This is a required field.
Active Plan	The student can have multiple plans. This is in order to serve students that may have a degree plan in addition to something like an “APS” remedial plan as required for Certification. Students currently have access to build their own plans, and presently can click active as well. This is a setting we are hoping to get resolution to as we would prefer for only advisors to be able to activate plans.
Locked	If this is checked, the plan is locked by the advisor. A plan must be ACTIVE and LOCKED by an advisor so that it cannot be modified or deleted by a student.
Tracking Status	This indicates whether a student is On-Track or Off-Track of their Plan. This is the Tracking Status for the full plan. There is also a tracking status on each term and on each requirement.

## Planner Toolbar



Audit	Runs a Plan Audit with planned courses from saved plan applied to audit requirements
Save As	Save the data as a new plan
Delete	Delete the current plan – confirmation message appears. Delete is only available for plans that are not checked as “Active.” The Plan must first be made inactive and saved if you wish to delete it.
Save	Saves contents of plan, when the plan is saved, several checks are made on the data.  The errors must be fixed before the plan can be saved. Courses are validated A red arrow appears next to courses that are invalid

## Planner Tracking



Tracking	Critical	Course Requirement	Credits	Minimum Grade	Notes
On-Track	<input type="checkbox"/>	HIST 102	3.0	None	
On-Track	<input type="checkbox"/>	HIST 106	3.0	None	
On-Track	<input type="checkbox"/>	ENGL 110	3.0	None	
Warning	<input type="checkbox"/>	GOVT 111	3.0	None	
Warning	<input type="checkbox"/>	GEOG 120	3.0	None	

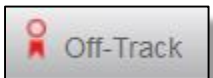
Tracking in the Student Planner will indicate if a student's overall plan is On-Track or Off-Track and also whether individual requirements and terms are On-Track or Off-Track.



On-Track means a student is taking or has taken the courses as prescribed on the plan.



Warning means that in a given semester the student is not registered for a course that was on their plan



Off-Track means that given the combination of On-Track, Off-Track and Warning requirements, the student's requirement, term or overall plan is Off-Track.

There are settings within the planner to allow for a certain number of Off-Track terms before a full plan will be considered Off-Track.

Students should work with their advisor to get an Off-Track semester or Plan back On-Track by altering their Plan.

