Millersville University

Degree Works

Training User Guide

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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

Degree Checklists Formats	
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).
Plans	
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.
Notes	

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.

GPA Calculator	
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

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?]

Premium SSL Certificate
COMODO SECURE

RELEASE: 8.7

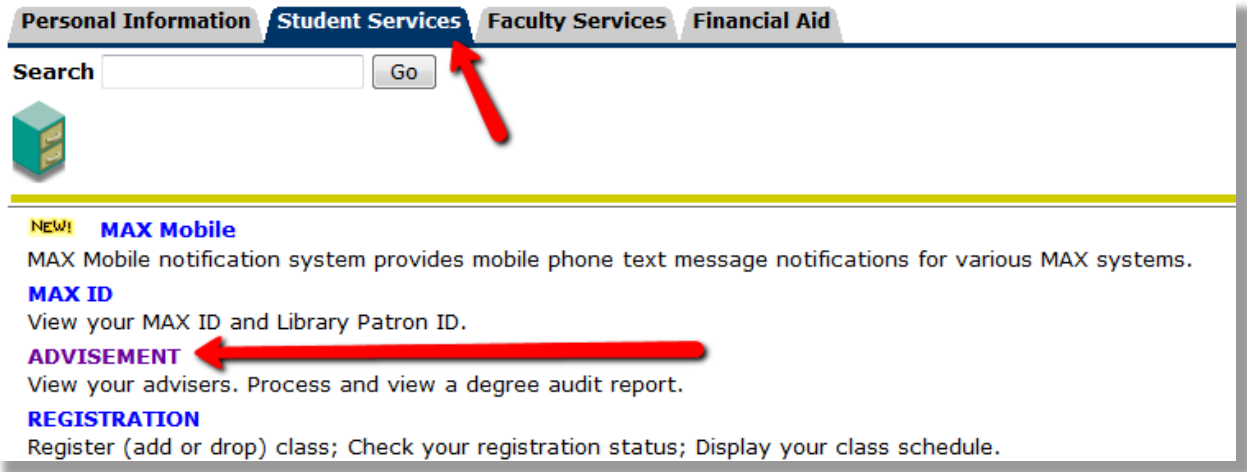© 2015 Ellucian Company L.P. and its affiliates.
This software contains confidential and proprietary information of Ellucian or its subsidiaries.
Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and such licensees.

Student Access
Students Will Access Via the Student Services Tab > Advisement

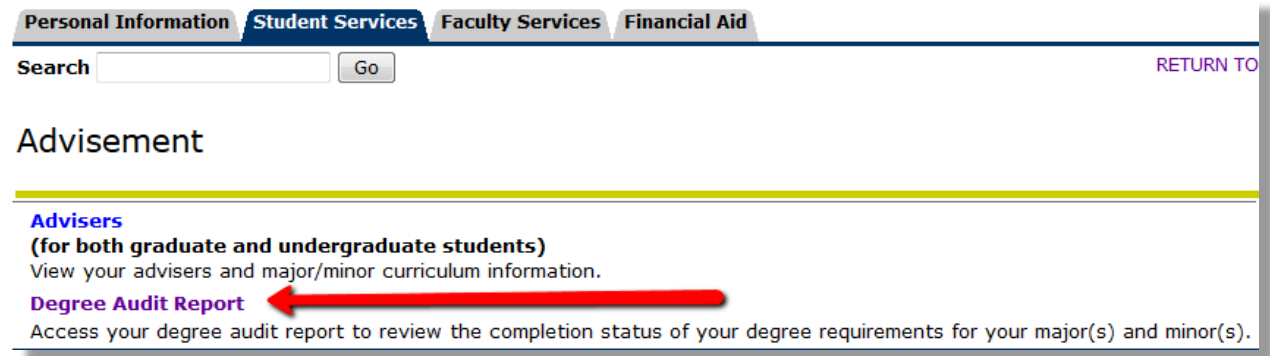| Personal Information | Student Services | Faculty Services | Financial Aid |

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 |

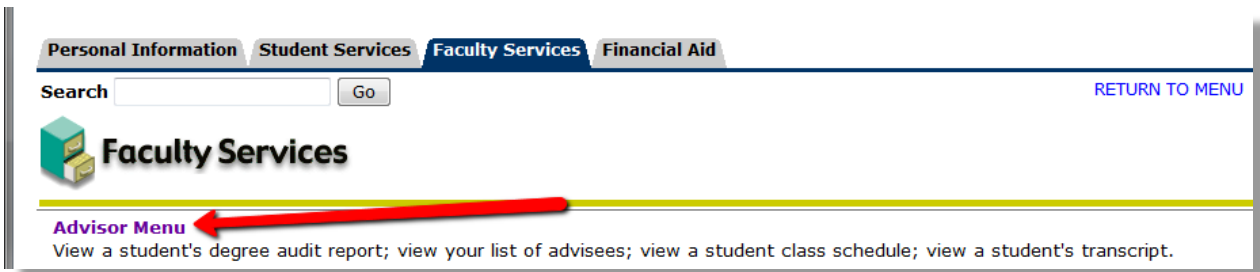**Search** [   ] [Go]   RETURN TO

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).
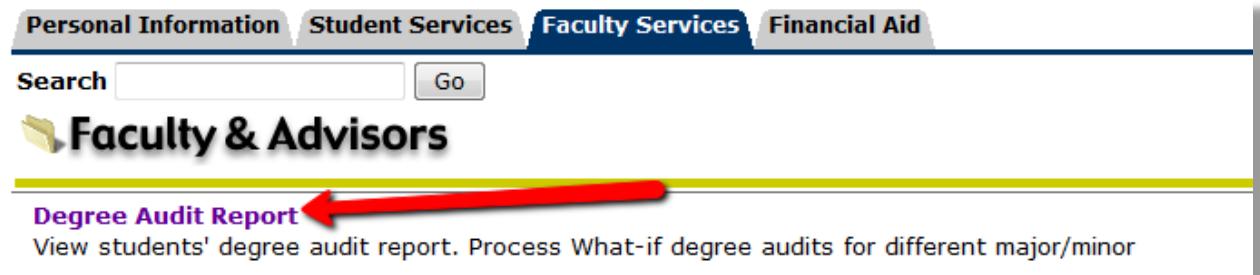
Advisor Access

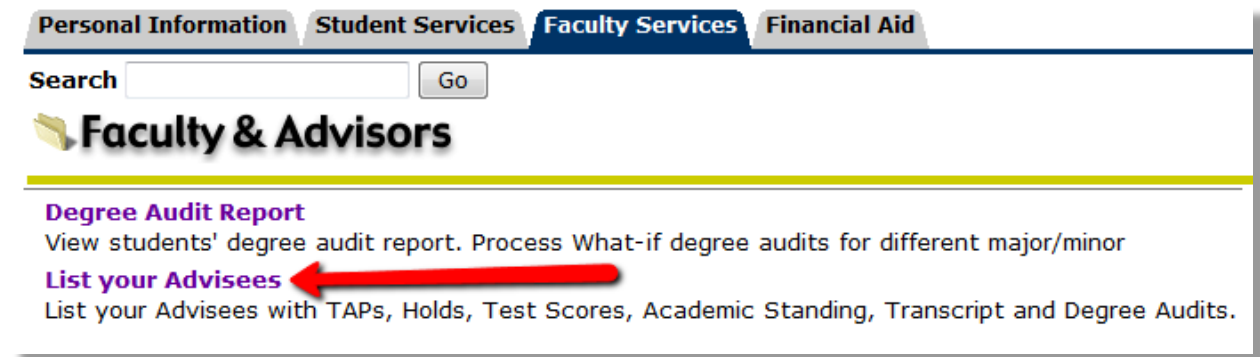Advisors will Access Via the Faculty Services Tab > Advisor Menu

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

Advisors can access a specific advisee audit through "List your Advisees"

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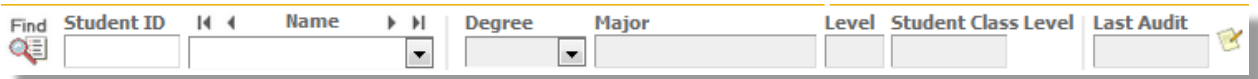
Find	Unless student ID (M#) is known, the find button will be used to search for students
Student ID	Here the user can enter a student's ID (M#) and bring up their audit
Name	Student name will display here
Degree	Current student's degree will be displayed here. The drop down can be used to switch between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

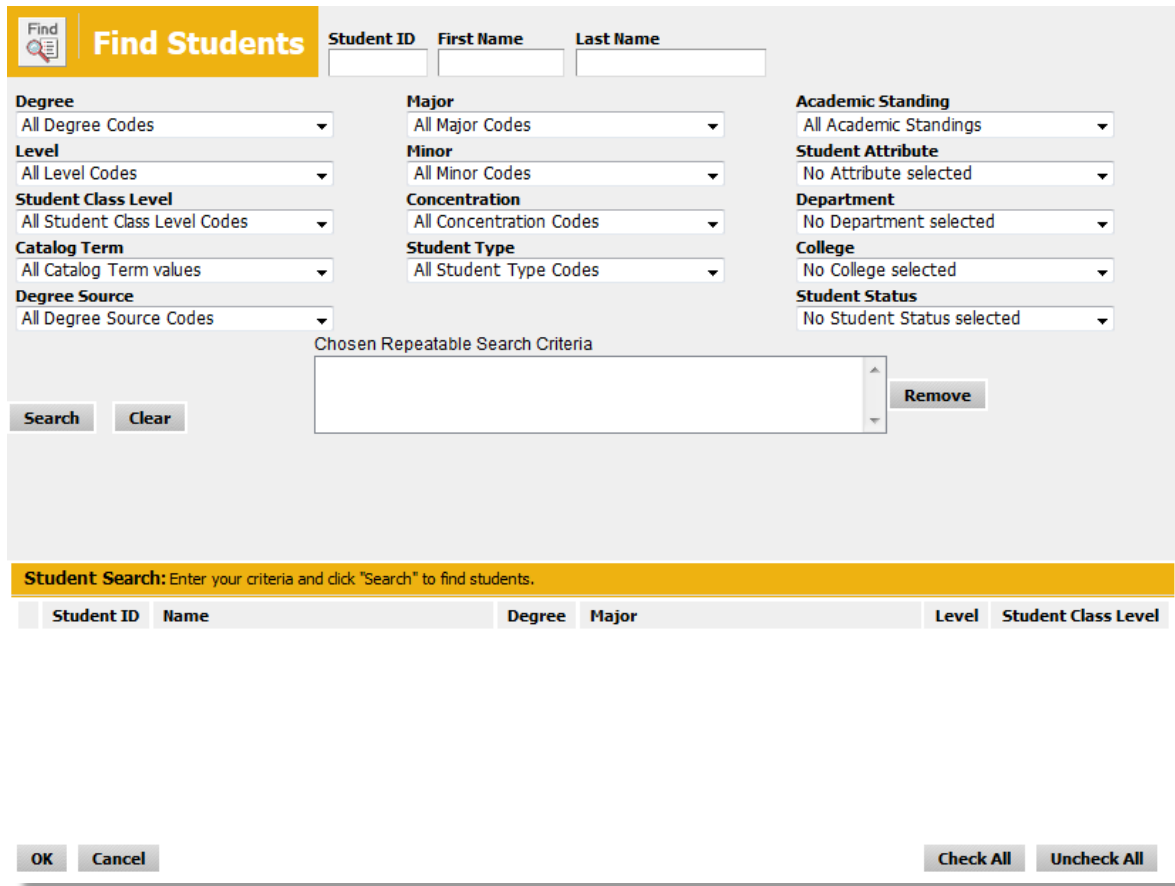If you know the student ID, type it into the **Student ID** field.

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

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

`

- 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 <u>contain</u> the letters "WEST". Entering "west@" in the Last Name field will produce a list of all students whose last names <u>begin</u> with "WEST". Entering "@west" in the Last Name field will produce a list of all students whose last names <u>end</u> with "WEST".

Group Student Search

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

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

Click **Search** to execute the search.

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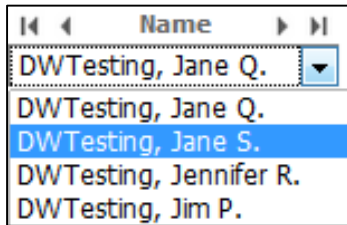
> There are serious performance ramifications inherent in searching and loading more records into this page than the University has allowed. We have only allowed that a maximum of 200 be loaded and your search has resulted in finding over that number (1375). We will, of course, load these 200 records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

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.

OK

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

◄ ◄	Name	► ►|
DWTesting, Jane Q.		▼
DWTesting, Jane Q.		
DWTesting, Jane S.		
DWTesting, Jennifer R.		
DWTesting, Jim P.		

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

Information Options

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 **View** 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

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

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
Worksheets >
What If
Look Ahead

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

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 455*
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*
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 Mgmn or 405 Title = Topics:Organizational Behavior or 405 Title = Topics:Entreprenurship/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*

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
Worksheets >
What If
Look Ahead

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

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			
Student	DWTesting, Jane Q.	**Department**	EMEE	
ID	M00392987	**Degree**	Bachelor of Science in Educat	
Level	Undergraduate	**Clearance Date**	12/21/2014	
Classification	Senior	**Major**	Early Childhood - PreK-grade 4 (BSE)	
Student Status	Active	**Concentration**		
College	College of Education and Human Services	**Minor**		

Major Advisor	Jason.Petula@millersville.edu
Minor Advisor	
Transcript GPA	3.38
Transcript Total Credits	123
Total Transfer Credits	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	Displays student's total earned credits to date on their transcript. It does not include in-progress courses and it does not account for repeat classes. It does include transfer credits. 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.
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
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

Major Block

Major in Psychology, BA				Catalog Term: FALL 2011 Credits Required: 33
				Major GPA: 2.35 Credits Applied: 36

OVERVIEW OF PSYCHOLOGY					
General Psychology	PSYC 100	General Psychology	C+	3	SPRING 2012
METHODS IN PSYCHOLOGY					
Stat/Exper Design I	PSYC 211	Statistics and Exper Design 1	C (I)	4	FALL 2013
Stat/Exper Design II	PSYC 212	Statistics and Exper Design 2	IP	(4)	SUM 3 2015
ADVANCED LABORATORY COURSE	PSYC 314	Cognitive Psychology	IP	(4)	FALL 2015
PSYCHOLOGY CORE ELECTIVES W/ 227, 228 or 229					
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.					
Devel Child & Adol, Life Span Humn Dev, or Adult Yrs	Still Needed:	1 Class in **PSYC** 227* or 228* or 229*			
Other Core Elective Courses	PSYC 329	Industrial Psychology	C-	3	WINTER 2014
	PSYC 337	Abnormal Psychology	C+	3	FALL 2012
	Still Needed:	1 Class in **PSYC** 315* or 316* or 317* or 335* or 356* or 415* or 417* or 454*			
PSYCHOLOGY GENERAL ELECTIVES	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
Credit may only be received for one of the three courses: PSYC 314, PSYC 350 or CSCI 350. A maximum of 6 credits in PSYC 495 and/or Cooperative Education may be taken and counted toward Psychology major requirements.					

Required Related Block

Req Related for Business Administration			Credits Required: 12		Credits Applied: 10
Unmet conditions for this set of requirements: 12 to 14 credits are required. You currently have 10, you still need 2 more credits.					
Principles of Macroeconomics (C- minimum)	ECON 101	Principles of Macroeconomics	B-	3	FALL 2014
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	Still Needed:	1 Class in **MATH** 235*			

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

General Education		
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	Still Needed:	See **General Education Writing Requirement** section

Foundations for Lifelong Learning Block

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

Liberal Arts Core (G1, G2, G3)

General Education: Liberal Arts Core (G1, G2, G3)				Credits Required: 30		Credits Applied: 26
Unmet conditions for this set of requirements: 30 credits are required. You currently have 26, you still need 4 more credits.						
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.						
☒ G1: HUMANITIES AND FINE ARTS	MUSI 103	Language of Music	C	3	FALL 2013	
	MUSI 263	Popular Music	IP	(3)	FALL 2015	
	PHIL 211	Introduction to Logic	D	3	FALL 2013	
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 degreeaudit@millersville.edu if you have 3 credits of applied musicianship that you would like applied to your G1 requirement.						
☐ G2: SCIENCE AND MATHEMATICS						
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.						
☐ G2: Science and Mathematics Courses	BIOL 101	Foundations of Biology	C	4	SPRING 2014	
	Still Needed: 5 Credits and 2 Classes in @ @ with Attribute G2					
✅ G2: Lab Requirement	BIOL 101	Foundations of Biology	C	4	SPRING 2014	
☐ G2: Natural Science Requirement	BIOL 101	Foundations of Biology	C	4	SPRING 2014	
	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					
☒ FOUNDATIONS FOR LIFELONG LEARNING MATHEMATICS REQ	MATH 151	Calculus for Management	IP	(4)	FALL 2015	
This is a stand-alone requirement. This mathematics course may NOT also apply in the 'G2: Science and Mathematics' requirement above. MATH 100 & MATH 102 may not BOTH be taken for General Education credit.						
✅ G3: SOCIAL SCIENCES	ANTH 122	Physical Anthropology	B	3	FALL 2014	
	ANTH 123	Introduction To Archeology	B	3	SPRING 2014	
	ECON 101	Principles of Macroeconomics	B-	3	FALL 2014	
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.						

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

General Education Req: 200 Level & Above						
☐ General Education 200 Level & Above	MUSI 263	Popular Music	IP	(3)	FALL 2015	
	PHIL 211	Introduction to Logic	D	3	FALL 2013	
	Still Needed: A total of 3 classes from G1, G2, G3, must be taken at the 200 level or above					
Connections & Explorations; Open Electives				Credits Required: 9		Credits Applied: 9
✅ WELLNESS REQUIREMENT						
✅ Wellness	WELL 175	Wellness	C+	3	SPRING 2014	
☐ PERSPECTIVES REQUIREMENT						
☐ Approved Perspectives Course	Still Needed: 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.					
✅ FIRST YEAR INQUIRY OR OPEN ELECTIVE	MATH 101	College Algebra	C (I)	3	FALL 2014	
	WSSD 311	First Aid and CPR	A-	3	FALL 2014	
Cultural Diversity & Community						
☐ Cultural Diversity & Community Requirement	Still Needed: 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'.					
General Education Writing Requirement						
☐ Writing Requirement	Still Needed: 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 <u>do not</u> 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	Fundmntls 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 <u>cannot</u> 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

Legend

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

Legend		
☑ Complete	🔶 Complete except for classes in-progress	*Z Grade calculates in GPA same as F grade
☐ Not Complete	≈ 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
☑ WELLNESS REQUIREMENT					
☑ Wellness	WELL 175	Wellness	B-	3	SPRING 2011
☑ PERSPECTIVES REQUIREMENT					
☑ Approved Perspectives Course	MUSI 369	W African Music and Dance	A-	3	SPRING 2013
☑ 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 will display the course(s) that fulfilled the requirement along with the grade and term in which the course was taken.

☐ Business Research Methods	Still Needed: 1 Class in BUAD 206*
☐ Principles of Marketing	Still Needed: 1 Class in BUAD 231*
☐ 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.

🔶 Principles of Microeconomics (C- minimum)	ECON 102	Principles of Microeconomics	IP	(3)	FALL 2015
🔶 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 in included in credits applied and GPA calculations. Generally there is a corresponding (E) course.

MATH 101	College Algebra	D (E)	0	FALL 2013

(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 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

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.

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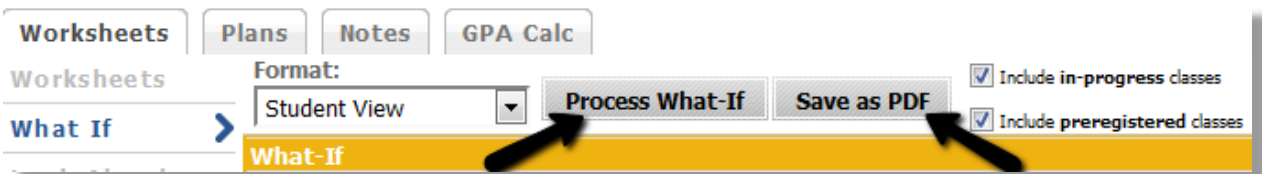
Click **Process What-If** button to see the results

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

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.

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

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

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

Look Ahead

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.

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.

Click Remove Course button to remove unwanted courses from list

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.

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

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

Student	DWTesting, Jane S.
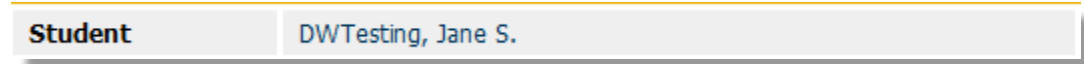
Click on the student's name in the header of the worksheet view and an outlook email pop up window will appear.
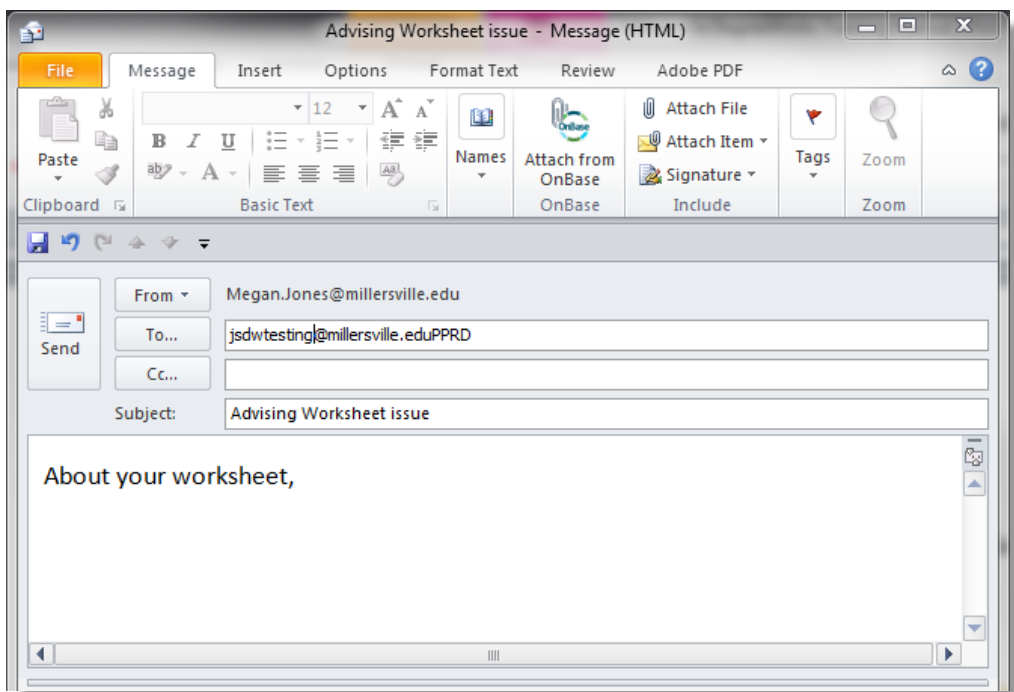
Student emailing the advisor(s)

Major Advisor	Elizabeth.Corrigall@millersville.edu

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 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

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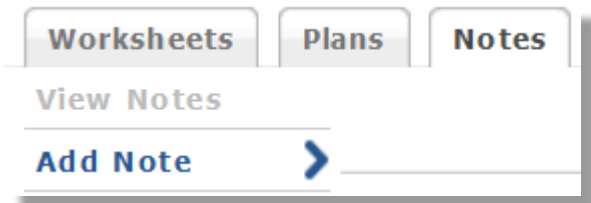
Click on **Add Notes** on the Notes Tab **OR** Click on the icon in the audit header.

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

Click **Save Note**

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

View Notes

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.

GPA Calculator

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

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

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

Enter the number of credits required for graduation

Enter the GPA the student would like to earn upon graduation

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.

Current GPA	1.87
Credits Remaining	77
Credits Required	120
Desired GPA	2.0

Calculate

When **Calculate** is clicked:

Current GPA	1.87
Credits Remaining	77
Credits Required	120
Desired GPA	2.0

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

Recalculate

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:

Current GPA	1.87
Credits Remaining	77
Credits Required	120
Desired GPA	3.5

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

Recalculate

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.

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

Select an anticipated grade for each of the current courses listed

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:

| Current GPA | | | 1.87 |
| Credits Earned So Far | | | 53 |

Class	Credits	Grade		Calculated GPA	2.07
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	Recalculate	
MUSI 263	3	A	4.00		

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.

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

Enter the GPA the student would like to earn upon graduation

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.

Recalculate

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

Recalculate

NEW! Plans (Student Planner)

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".

Create Plan ✕

Would you like to create a plan based on a template or would you like to start from scratch?

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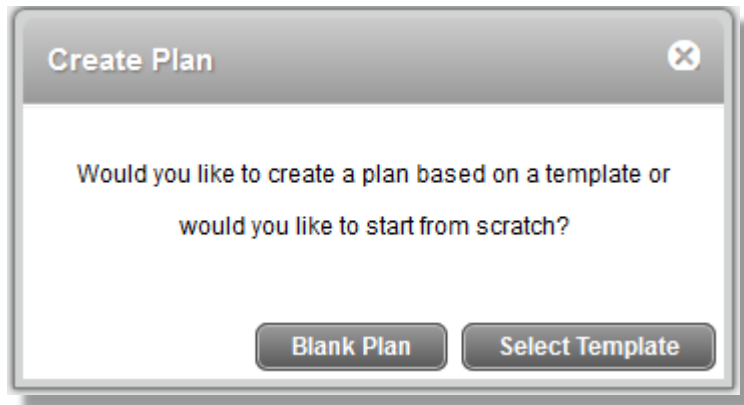
You can either choose to **Select Template**, which will load a default plan for a specific major. This is generally most useful for an incoming freshman student that will need a full 4 year plan.

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

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 <u>active</u> and <u>locked</u>.

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

Adding 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:

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.
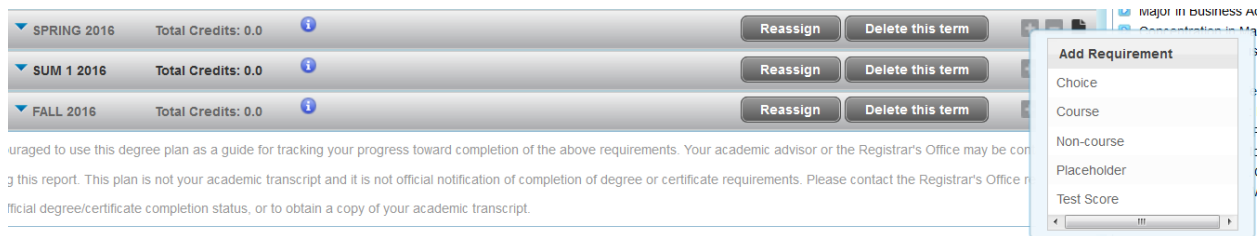
From this student's Still Needed Items, you can see that BUAD 202 is required as well as a G2 Natural Science:
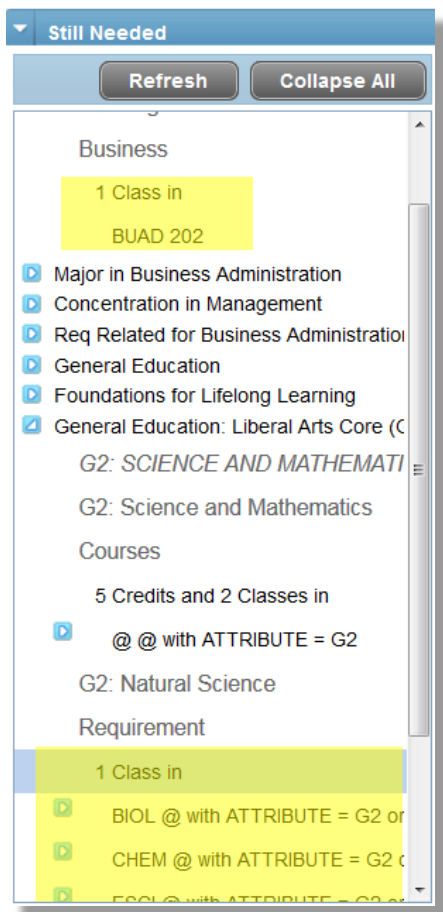
So, here, we've added 1 Course Requirement of BUAD 202 and a Choice Requirement of anything in BIOL, CHEM, ESCI or PHYS with a G2 Attribute:

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:

Minimum Grade

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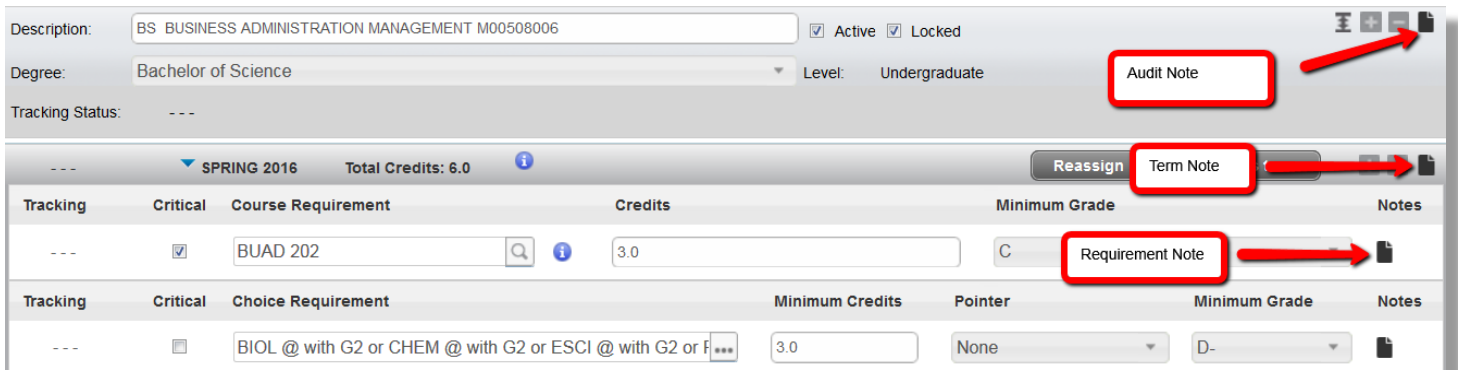
Critical

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.

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.
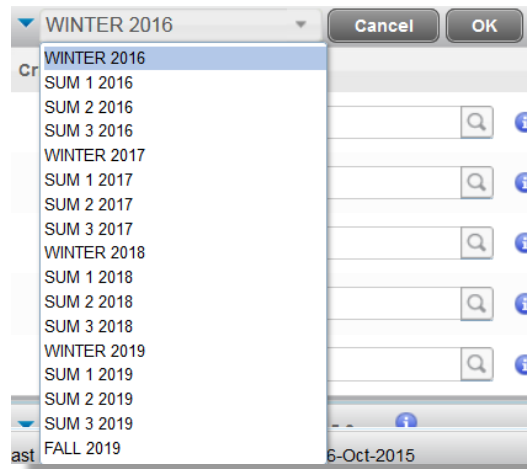
Reassign

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.

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).

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.

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.
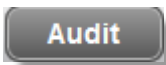
Audit

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.

Audit View

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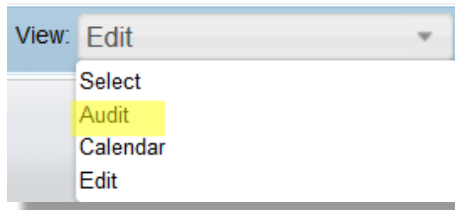
Once all of a student's terms have been added in the Edit View, you can select the Audit View to easily drag and drop <u>courses</u> from the Audit Worksheet to the Plan. This does not work for choice requirements, only for specific courses.

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

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:

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]

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.

From this view you can view the plan audit
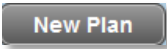
or you can print the calendar view of the plan

Creating a Plan from a Template

When prompted to create a plan for a student who does not have one, or when clicking on **New Plan** for a student, you can choose to "Select Template"
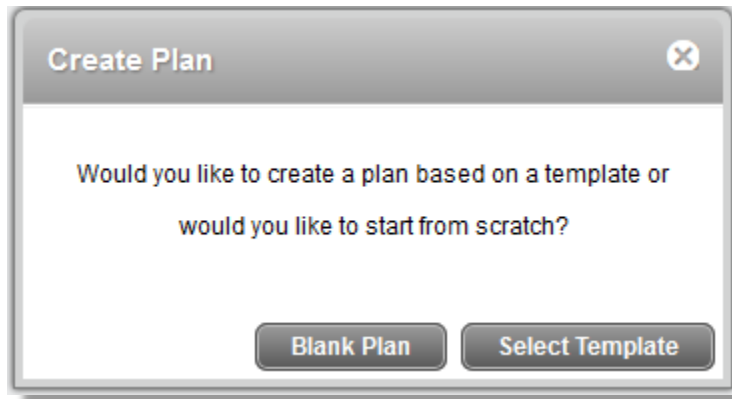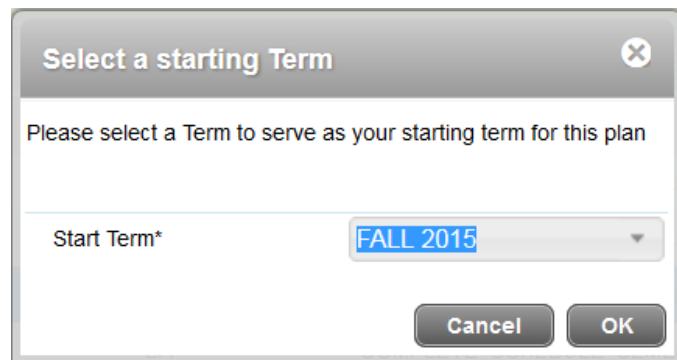

You will be given a full list of available templates and can search by Template Description, or view the full list. Clicking on any of the headers (Description, Level, Degree, Term Scheme, etc) will sort the list by that column.
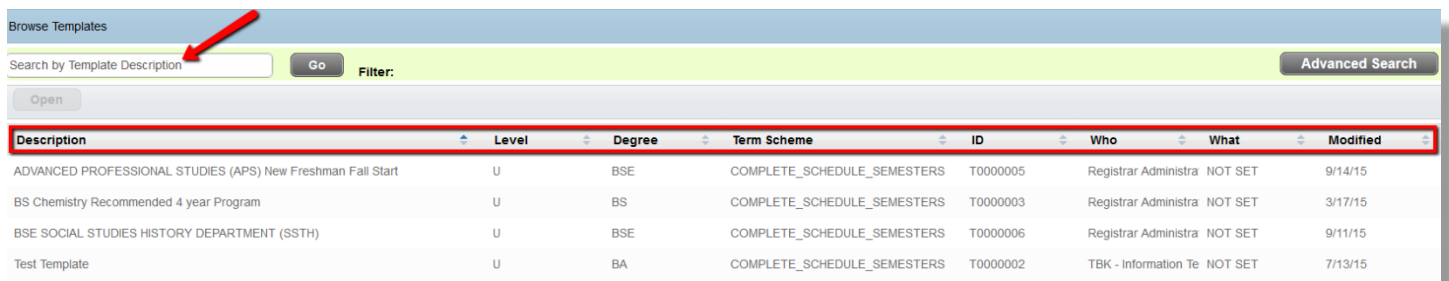
To select a template, Highlight the one you want and click on "Open"
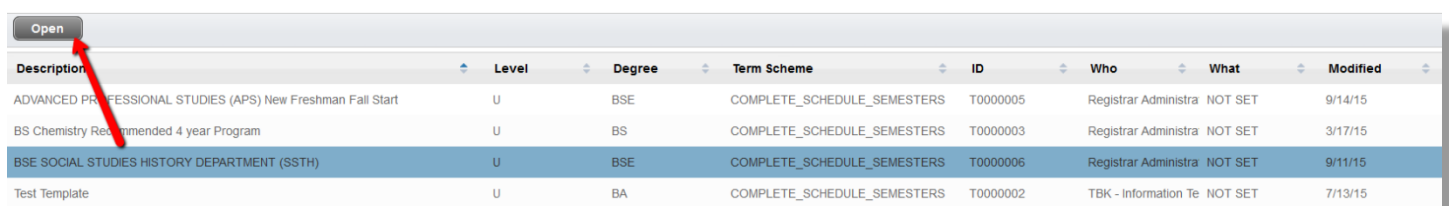
Select the start term for the student to whom you are applying the template.

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

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.

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

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.

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 Information Block

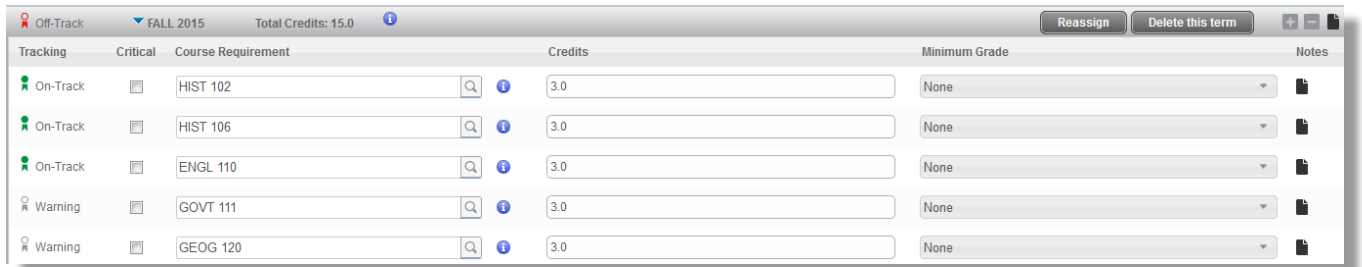This includes detailed information about the student's academic plan.

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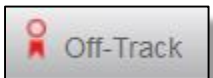
Off-Track means that given the combination of On-Track, Off-Track and Warning requirements, the student's requirement, term or overall plan is Off-Track.

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.