DEGREE WORKS:
ADVISOR NAVIGATION

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Navigating Degree Works

Logging In
To log in, click on the "Degree Works" link under the **Advisor** tab.

When Degree Works loads, the advisor's advisees are prepopulated in a drop-down menu. To find students, an advisor may enter a student's ID directly to load the audit, or they can click the "find" icon. After a search is complete, the students selected will replace the students in the drop-down menu

Searching for Students

When searching for students, there are various criteria by which the results can be filtered. In the following example, the search is for English majors, who have applied to graduate in Spring 2018. Major, minor, school, and student type are repeatable. This will allow advisors to search for specific major/major or major/minor combinations.


Searching for English majors who have applied to graduate in Spring 2018 has produced a total of 82 results. If a search is too broad, the maximum number of audits the search will return is 500. Check or uncheck students whose audits are to be viewed and click "OK." Checked students will replace the drop down selection of students prepopulated when the advisor logged in.

Views and Tabs

The default view when logging into Degree Works is the student view. This is what students see when they see their audits.
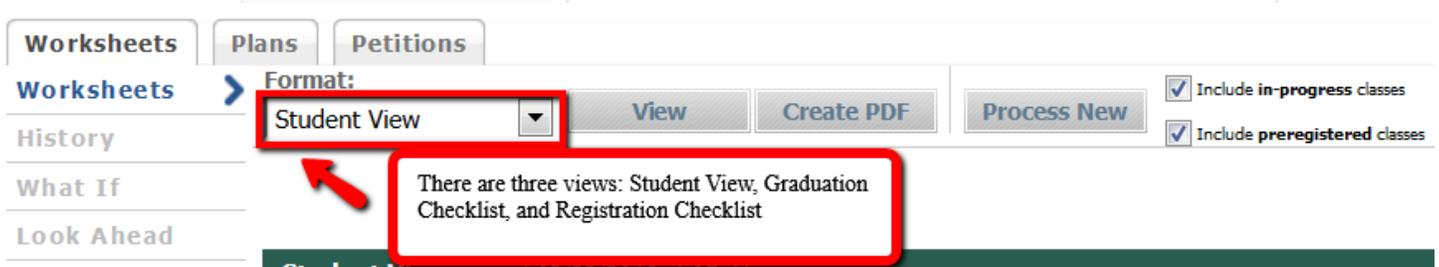
Graduation Checklist

The graduation checklist is a quick rundown of requirements showing what is and isn't complete without the programmed advice or remarks.

Registration Checklist

This simply lists incomplete requirements and what satisfies those requirements.

▣ Degree in Bachelor of Science

Still Needed: See Liberal Arts School Requirements section

Still Needed: See Major in Linguistics BS section

⊟ Newcomb-Tulane Core Curriculum

▣ Liberal Arts School Requirements

Still Needed: Choose from 1 of the following:

           (**1** Class in @ @   with Attribute RWLA) or

           (**1** Class in @ 4990 or 5000)

▣ Major in Linguistics BS

Still Needed: **1** Class in **ANTH** 6010

           1 Class in **ANTH** 1030 or 2020 or 3150 or 3310 or 3400 or 3440 or 3441 or 3520 or 3535 or 3590 or 3630 or 3650 or 3
           206@ 207@ or 208@ or 209@ or 3@ or 4@ or 5@ or 6@ or **ASTA** 3511 or **ASTC** 204@ or 205@ or **206@** 207@ or 2
           ASTV 204@ or 205@ or **206@** 207@ or 208@ or 209@ or 3@ or 4@ or 5@ or 6@ or **CMPS** 2170 or 3140* or 3250* o
           4210 or 4@ or 5@ or 6210 or 6910 or 6@ or **FRLN** 204@ or 205@ or **206@** 207@ or 208@ or 209@ or 3@ or 4@ or 5

Still Needed: **206@** 207@ or 208@ or 209@ or 3@ or 4@ or 5@ or 6@ or **HACR** 204@ or 205@ or **206@** 207@ or 208@ or 209@ o
           or **206@** 207@ or 208@ or 209@ or 3@ or 4@ or 5@ or 6@ or **LATN** 204@ or 205@ or **206@** 207@ or 208@ or 209@
           or 5@ or 6@ or **MATH** 3070 or **PHIL** 1210 or 3040 or 3110 or 3430 or 3760 or 3800 or 3870 or 6060 or 6070 or 6180
           RUSS 204@ or 205@ or 206@ or 207@ or 208@ or 209@ or 3@ or 4@ or 5@ or 6@ or **SOCI** 3030* or 3040* or 6440
           205@ or 206@ or 207@ or 208@ or 209@ or 3@ or 4@ or 5@ or 6@ or **THEA** 3090 or **YRBS** 204@ or 205@ or 206@

▣ Major in English

Still Needed: **1** Class in **ENLS** 5000 or 5010 or 7050 or 7890

There are two other tabs in the audit: plans and petitions. These will be covered in a later training session.
Courses do not appear on a worksheet by term. However, they can be viewed by clicking "Courses by Term."

History

The last three audits run for a student are accessible in the "History" tab. Note, that whenever a student is viewed, a new audit is created for them.

What-If

This allows students to run a "What-if" audit. Please note that a School and a Major are required to get all requirements to display in the "What-If" audit. The "What-If" will only allow valid combinations.

Look Ahead

The look ahead feature allows students to see how courses they are interested in taking might fit into their current course of study.

An example of how a look ahead course (POLA 3010) appears on a student's audit.

POLA 3010	Special Projects		PLAN	(3)	PLANNED
POLI 3011	Peace Studies & Conflict Mgmt		B	2	2016 Summer
	(1 Class in **POL@ @**)				

Multiple Degrees

Students with multiple degrees will have multiple degree audits. Use the pulldown to view each degree audit.

While each degree will look for individual requirements (school requirements, majors, etc.), rules for multiple degrees will be enforced in both Degree Blocks

Undeclared Majors/Minors

Undeclared majors and minors have been scribed to inform students if their curriculum is undeclared. The undeclared block will reflect the most recent curriculum for that major/minor. An undeclared major/minor cannot appear completed in the audit.

Exceptions

The exception process will be updated and explained later. Currently, exceptions entered in DARS have not been moved to Degree Works. Beginning March 1, 2018, new exceptions for the 201730 cohort will be processed. However, this is an example of what exceptions will look like:

Questions, Answers, Comments, Concerns, or Errors?

Send an email to Shawn Ryder (sryder@tulane.edu) or call 504-314-2839