



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.

The screenshot shows the top navigation bar of the Gibson website. The bar is split into a blue top section and a green bottom section. On the left is the Gibson logo (a shield with a 'T' and 'U'). To the right of the logo are the links: Home, Faculty, Staff, and Advisor. Below the navigation bar is a 'Services' menu with links: Canvas, myTulane, Advisee Listing, Advisee Grade Summary, Student Concise Schedule, Course Evaluations, and Degree Works (highlighted with a red box). To the right is an 'Advising List' section with a search box containing 'Advisees' and a 'Search' button. Below the search box is a dropdown menu for 'End of Time' and a 'Display' box set to '10 records per page'. At the bottom of this section are the labels 'Student Name' and 'ID'.

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

The screenshot shows the Degree Works interface. At the top, there is a search bar with a 'Find' icon and a 'Student ID' field. A red box highlights the search bar and a text box that says: "Search results are listed alphabetically in a dropdown menu to select from. An advisor's advisees will populate this drop down when first logging in. The maximum number of students this drop down will contain is 500." Below the search bar is a table with columns: Student ID, Name, Degree, Major, Student Class Level, and Last Audit. A red arrow points from the search bar to the 'Name' column. Below the table is a 'Student View' section with a table of student information. A red box highlights the search bar and a text box that says: "To find a specific student, enter their Student ID number. Or to find students based on criteria, click 'Find' to open another window." The table in the 'Student View' section has the following data:

Student	Level	Undergraduate
ID	Degree	Bachelor of Arts
Classification	Senior	College
Advisor	Blossom, Monique D	Liberal Arts School
Cumulative GPA	3.287	Major
Graduation Application	Applied	Minor
Graduation Application Term	201710	Sport
		U.S. Public Policy

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.

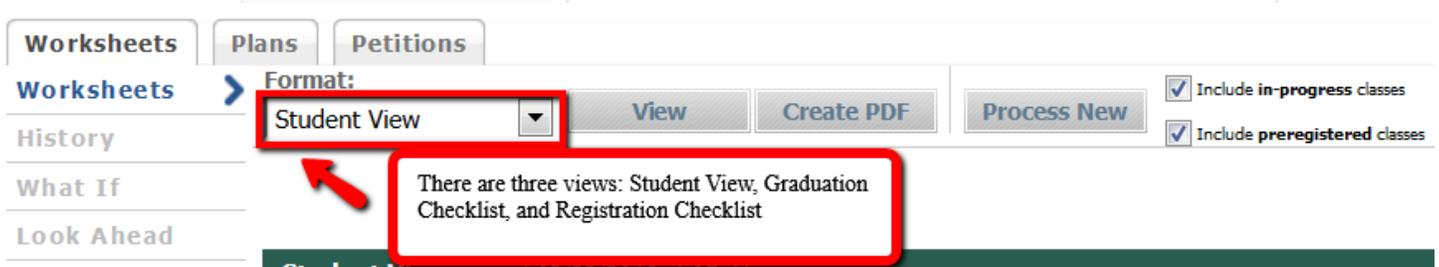
Searching for English majors who have applied to graduate in Spring 2018 has produced a total of 82 results. If a search is too broad, the maximum number of audits the search will return is 500. Check or uncheck students whose audits are to be viewed and click "OK." Checked students will replace the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

Students Found: 82

ID	Name ▲	Degree	Major	Student Class Level
<input checked="" type="checkbox"/>	D	BA	English	Senior
<input checked="" type="checkbox"/>	W	BA	English	Senior
<input checked="" type="checkbox"/>	L	BA	English	Senior
<input type="checkbox"/>	J	MA	English	Master's Candidate
<input type="checkbox"/>	A	BA JD	English Law	Senior

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.



The screenshot shows the Degree Works interface with tabs for Worksheets, Plans, and Petitions. The 'Worksheets' tab is active, and the 'Format' dropdown menu is open, showing 'Student View' as the selected option. A red box highlights the dropdown menu, and a callout box with a red arrow pointing to the dropdown contains the text: 'There are three views: Student View, Graduation Checklist, and Registration Checklist'. Other elements visible include 'View', 'Create PDF', and 'Process New' buttons, and checkboxes for 'Include in-progress classes' and 'Include preregistered classes'.

Graduation Checklist

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

<input type="checkbox"/> Electives	ANTH 3290, ANTH 3300, ANTH 3640, ANTH 3660, LING 4110, LING 3810,
Major in English	
<input checked="" type="checkbox"/> Major credits in residence	
<input checked="" type="checkbox"/> Gateway Course: Literary Investigations	ENLS 2000
<input checked="" type="checkbox"/> Survey Course	ENLS 2020
<input type="checkbox"/> Capstone Course	
<input checked="" type="checkbox"/> English Electives 3000 or Above	ENLS 3610, ENLS 3620, ENLS 4570, ENLS 4620, ENLS 4620, ENLS 4620
<input checked="" type="checkbox"/> English Elective 2000 or Above	ENLS 4661
<input checked="" type="checkbox"/> Literature Before 1800	ENLS 4130 (T)
<input checked="" type="checkbox"/> American or Anglophone Literature	ENLS 4410
Other Courses Applying to Degree	
ANTH 3780, CELL 1010, COLQ 3050, CRDV 1090, DANC 1920, ENLS 4430, ENLS 4440, ENLS 4920, ENLS 4920, ENLS 4920, ENLS 4920, FREN 3170, FREN 3210, MATH 1220, PSYC 1000, PSYC 1001, S	

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."

Plans and petitions will be covered at a later date

Unlike DARS, courses taken by term are not listed as part of the audit. However, this link will open courses by term in a separate window.

Tulane DWTES1

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.

Historic Report: 02/22/2018 05:42 UG/BA

History - Introduction Page

Degree Works saves the three most recent audits in a drop down menu, with options to view or save as PDF.

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.

When running a what-if, select the desired major AND school that major will be under.

Chosen Areas of study

MAJOR : Linguistics
COLLEGE: Liberal Arts School

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.

The screenshot shows the 'Look Ahead' section of a student's account. At the top, there are tabs for 'Worksheets', 'Plans', and 'Petitions'. Below these, there are options for 'Format' (set to 'Student View') and a 'Process New' button. Two checkboxes are visible: 'Include in-progress classes' and 'Include preregistered classes', both of which are checked. A red box highlights the 'Process New' button, with an arrow pointing to it from a text box that says: 'After entering courses, process new will run a new audit with considered courses.' Below this is a green banner with the text: '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.' The form itself has two main sections: 'Enter a course and click Add Course' and 'Courses you are considering'. The first section has input fields for 'Subject' (containing 'ENLS') and 'Number' (containing '3010'), and an 'Add Course' button. The second section is a scrollable list containing 'FREN 3150', 'NSCI 1940', and 'ENLS 2010', with a 'Remove Course' button below it. A red box highlights the list of courses, with an arrow pointing to it from a text box that says: 'Look ahead allows students to see where courses they are considering may apply in their audit.'

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.

The screenshot shows a student audit interface. At the top, there are fields for Student ID, Name, Degree, Major, and Student Class Level. The Degree dropdown menu is open, showing options BPH and BA. Below the dropdown, there are buttons for Worksheets, Plans, Petitions, and Exceptions. A Format dropdown is set to Student View. On the right, there are buttons for View, Create PDF, and Process New, along with checkboxes for Include in and Include p.

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

Degree in Bachelor of Science Public Health		Catalog Term: 2015 Fall	Credits Required: 150
<input checked="" type="checkbox"/> Senior Residency Requirement			Credits Applied: 118
<input type="checkbox"/> Minimum credits required for Dual Degree		Still Needed: You have taken 118 credits but still need 32 more.	
<input checked="" type="checkbox"/> Residence Requirement (Dual Degree)			
<input type="checkbox"/> Minimum 82 credits above the 1000-level (Dual Degree)		Still Needed: You have taken 74 credits above the 1000-level and still need 8 more.	
<input type="checkbox"/> You must submit a graduation application.			
<input checked="" type="checkbox"/> You meet the minimum cumulative 2.0 GPA requirement.			
<input type="checkbox"/> Newcomb-Tulane Core		Still Needed: See Newcomb-Tulane Core Curriculum section	
<input type="checkbox"/> Public Health School Requirements		Still Needed: See Public Health School Requirements section	
<input type="checkbox"/> Major Requirements		Still Needed: See Major in Public Health section	

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.

Major in Poli Sci: Int'l Relations (UNDECLARED)	
<input type="checkbox"/> Major credits in residence	Still Needed: You have taken 12 major credits at Tulane a
YOU HAVE NOT DECLARED A MAJOR. YOU MUST DECLARE A MAJOR BY THE END OF YOUR FOURTH SEMESTER. TO DECLARE, CONTACT YOUR ACADEMIC ADVISOR	
Your Major GPA is 4.000	
<input type="checkbox"/> Declare Major	Still Needed: Your Major is Undeclared, Contact Your Acad
<input type="checkbox"/> Introduction to Scope & Methods of Pol Sci	Still Needed: 1 Class in POLS 2010
	POL A 2100 American Government

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:

PUBLIC SERVICE	
<input checked="" type="checkbox"/> Tier 1 - Service Learning Course	
Exception By: Ryder, Shawn G	On: 02/22/2018
Force Complete : Waived. Approved by CAR. 2/16/2018	
<input type="checkbox"/> Tier 2 - Service Learning Course	Still Needed: 1 Class in @ 389@ or 489@ or 689@

Questions, Answers, Comments, Concerns, or Errors?

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