



Degree Works Flight Plan
Advisor User Manual

April 2018

GETTING STARTED

Degree Works Flight Plan is an advising and degree audit tool that helps students plan and complete their program of study successfully and efficiently. Students and advisors can view an organized, easy-to-read degree audit that outlines requirements for courses of study as set forth in the university catalog.

The Flight Plan Audit displays courses that the student has completed, courses in which the student is enrolled, and courses that should be taken to complete the student's program requirements. The Audit is arranged in blocks specifying each piece of the student's degree requirements, such a degree block, a major block, and a general education block. Checkmarks in each block indicate completed requirements.

All students using a catalog year of 2013-2014 or later can use Degree Works to track their degree completion progress.

Degree Works Flight Plan includes several tools to assist students and advisors in planning degree completion. The What If Tool can be used to see audits for different catalogs and majors. The Student Educational Planner helps students and advisors plan an individualized, semester-by-semester schedule for degree completion. Degree Works also includes GPA calculators, Notes, and a Look Ahead view.



Degree Works Flight Plan is designed to assist the process of academic advising and tracking student progress. It is not a replacement for face-to-face, quality academic advising.

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VIEWING DEGREE WORKS FLIGHT PLAN

Users must log in to access the Flight Plan. Students can access Flight Plan through the Banner Self Service portal. Faculty can access Flight Plan under the Faculty tab in Banner Self Service.

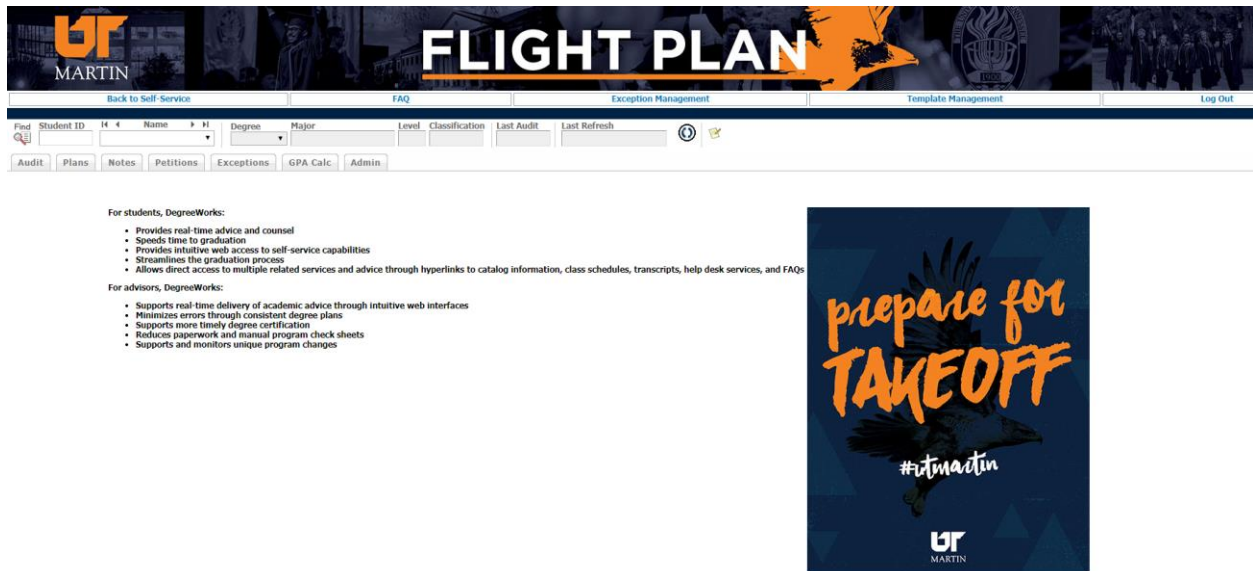


Sign in to your account

Use your Active Directory (Portal/Email) username and password.

The Flight Plan Introduction Page (Picture A) is the opening page if you have access to all students. The Student Context View (Picture B) is the opening page for students as they will only be able to view their own audit.

Picture A: Flight Plan Introduction Page



FLIGHT PLAN

Back to Self-Service | FAQ | Exception Management | Template Management | Log Out

Find Student ID Name Degree Major Level Classification Last Audit Last Refresh

Audit | Plans | Notes | Petitions | Exceptions | GPA Calc | Admin

For students, DegreeWorks:

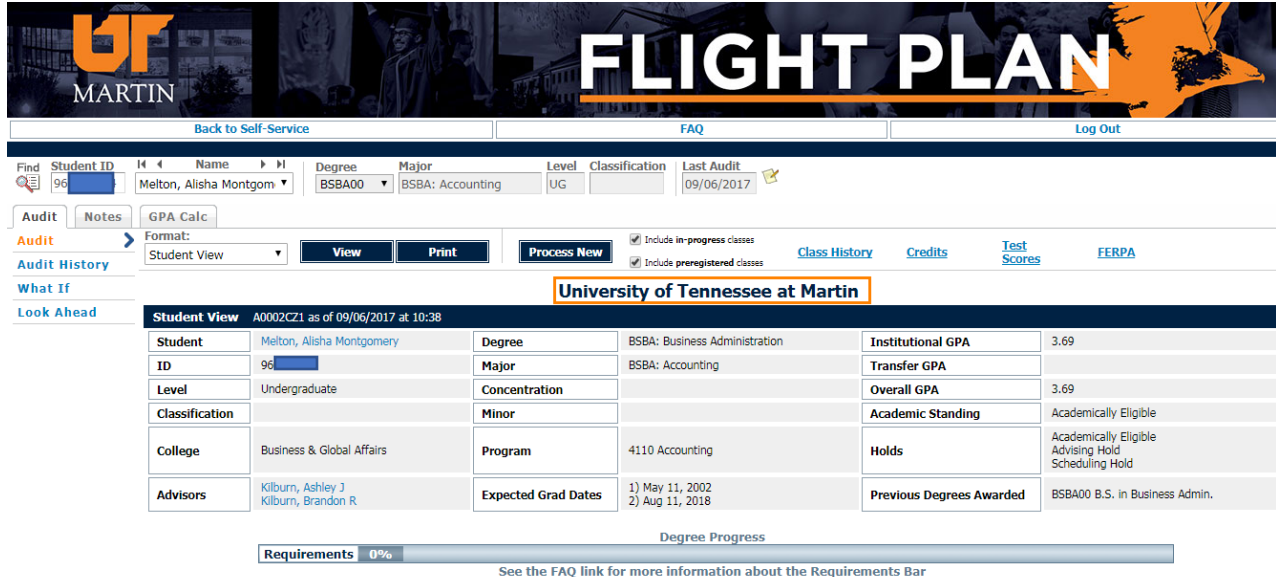
- Provides real-time advice and counsel
- Speeds time to graduation
- Provides intuitive web access to self-service capabilities
- Streamlines the graduation process
- Allows direct access to multiple related services and advice through hyperlinks to catalog information, class schedules, transcripts,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

prepare for TAKEOFF
#utmartin

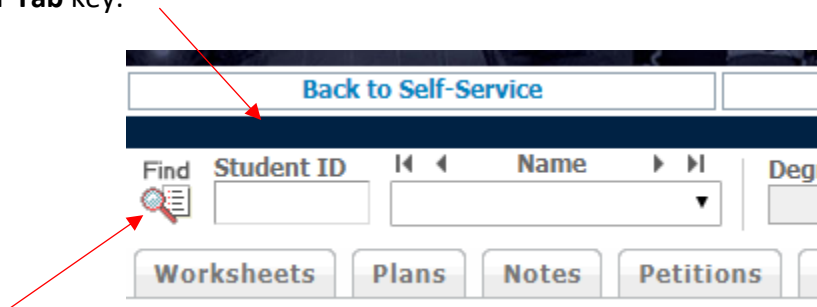
Picture B: Student Context View



Across the top of the Introduction Page are several buttons: **Back to Self-Service**, **FAQ**, **Exception Management**, **Template Management**, and **Log Out**. The security rights of the user will dictate which buttons are visible.

- The **Back to Self-Service** button will return the user to Banner Self-Service.
- The **FAQ** button opens a frequently asked questions page on the Office of Academic Records website.
- The **Exception Management** button is used by the Office of Academic Records to manage student exceptions.
- The **Template Management** button opens the Student Planner template management piece of Degree Works.
- The **Log Out** button closes the Degree Works program.

You can retrieve a Student Audit by typing the student ID into the **Student ID** field and pressing the **Enter** or **Tab** key.



Alternatively, a batch search can be performed for all audits within certain criteria by clicking

the Find icon. Once clicked, the **Find Students** window opens where the user can select an individual student or a specific population of students.

Picture C: Find Students Window

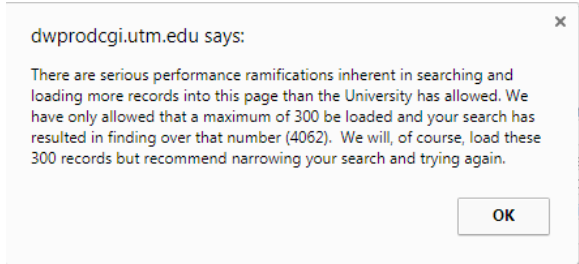
The screenshot shows the 'Find Students' window. It features a dark blue header with a magnifying glass icon and the text 'Find Students'. Below the header are three input fields for 'Student ID', 'First Name', and 'Last Name'. The main area contains three columns of dropdown menus. The first column includes 'Degree' (All Degree Codes), 'Level' (All Level Codes), 'Classification' (All Classification Codes), 'Catalog Year' (All Catalog Year values), and 'College' (All College Codes). The second column includes 'Major' (All Major Codes), 'Minor' (All Minor Codes), 'Concentration' (All Concentration Codes), 'Program' (All Program Codes), and 'Student Type' (All Student Type Codes). The third column includes 'Currently Enrolled' (No selection), 'Academic Standing' (All Academic Standings), 'Student Attribute' (No Attribute selected), 'Sports' (No Sport selected), and 'Advisor ID'. At the bottom, there is a 'Chosen Repeatable Search Criteria' box with a 'Remove' button, and 'Search' and 'Clear' buttons on the left.

Make selections in the search boxes and click the Search button. Criteria can be removed by highlighting the selection in the Chosen Repeatable Search Criteria box and clicking the **Remove** button. All students matching the entered criteria will populate in the **Students Found** box. You can click **Check All** to look at all matching students or select only a portion of the students by checking the boxes by individual names. If you select all, the arrows next to the **Name** block can be used to scroll through selected students.

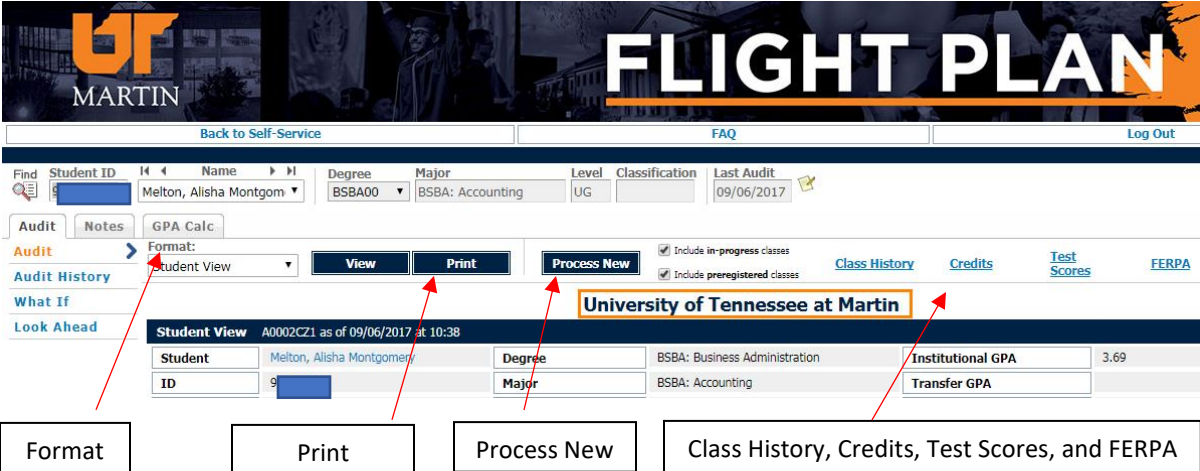


Please note that searches are limited to 300 results and should not be considered exhaustive lists. The wildcard symbol @ may be used in the **Student ID** field, **First Name** field, or **Last Name** field. For example, entering Jo@ in last name field will return Jones, Johns, Johnson, and any other last name beginning with Jo.

The following popup message will appear when the search returns many records. You can always click the **OK** button.



Once a student ID has been directly entered in the Student ID field or entered using the Find icon, the student information is loaded into the Student Context Area. This view allows you to select the appropriate tab to perform the required task in Degree Works. Once a student is selected, the default view is the Audit tab. On this view, the Audit can be reviewed or a new Audit can be run.



The **Format** drop-down provides two audit report formats that can be viewed. This drop-down defaults to the Student View which will appear on the screen. If a different format is selected, click the **View** button to display the details of the report.

Registration Checklist	Provides a checklist of only courses still needed for students to select from when registering for classes.	On the Audit tab, click the Format drop-down and select Registration Checklist. Next, click the View button to view the report.
Student View	Default view for all users	On the Audit tab, click the Format drop-down and select Student View. Next, click the View button to view the report.

The **Print** button will open the Audit as a PDF that can be printed. You can also save the Audit as a PDF by selecting “Print” in the PDF window and changing destination printer to “Save as PDF.”

The **Process New** button should be pushed each time the Audit is opened to ensure the most current information is displayed in the Audit. The **Include in progress classes** and **Include preregistered classes** boxes will be selected by default. You can uncheck the boxes if you wish to exclude these classes from the audit.

The **Class History** link opens a new window which displays a chronological listing of all courses taken with grade received and credits applied. Class History is broken down by term much like an unofficial transcript.

The **Credits** link opens a new window which displays tables of UTM Credits, Upper Division and Transfer Credits, Repeats, and Transfer Credits.

The **Test Scores** link opens a new window which displays all test scores contained in the student’s Banner account.

The **FERPA** link opens a popup window listing the individuals who may receive student directory information. If the popup FERPA window is blank, then no FERPA permissions have been granted and confidentiality is in place.

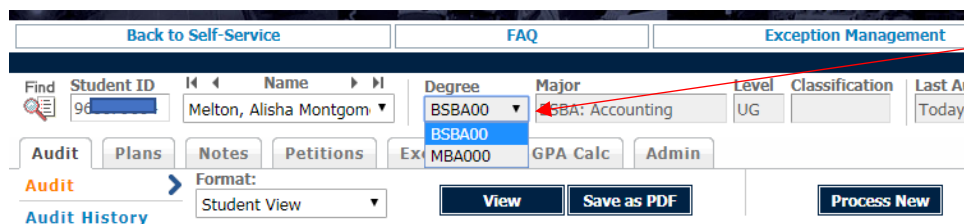
The Student View provides an academic and demographic summary of the student. The student name and advisor name are direct email links.

Student View A0001nSX as of 07/31/2017 at 08:39					
Student	Melton, Alisha Montgomery	Degree	MBA: Master of Business Administration	Institutional GPA	3.92
ID	96 [REDACTED]	Major	MBA: Business Administration	Transfer GPA	
Level	Graduate	Concentration	4061 MBA: General Business	Overall GPA	3.92
Classification	Graduate: Unconditional	Minor		Academic Standing	Academically Eligible
College	Business & Global Affairs	Program	4061 MBA General Business Option	Holds	Academically Eligible Advising Hold
Advisors	Kilburn, Ashley J Kilburn, Brandon R	Expected Grad Dates	1) May 11, 2002 2) Aug 11, 2018	Previous Degrees Awarded	BSBA00 B.S. in Business Admin.

UNDERSTANDING THE STUDENT AUDIT

The Student View is the default view format when a student is selected. It is divided into blocks based on the catalog of the University of Tennessee at Martin. The blocks present the requirements for a degree in separate sections. The **Process New** button should be pushed each time the Audit is opened to ensure the most current information is displayed in the Audit.

Click on the Degree dropdown in the header area to see multiple degrees.



The screenshot shows the top navigation bar with links for "Back to Self-Service", "FAQ", and "Exception Management". Below this is a header area with a search bar and a table of student information. The table has columns for Student ID, Name, Degree, Major, Level, Classification, and Last Au. The "Degree" column is currently set to "BSBA00" and is highlighted with a blue dropdown menu. Below the table are several buttons: "Audit", "Plans", "Notes", "Petitions", "Ex", "MBA000", "GPA Calc", and "Admin". At the bottom, there is a "Format:" dropdown set to "Student View", and three buttons: "View", "Save as PDF", and "Process New".

Audit Blocks

The Degree Block is the first block listed on the Student Audit. It lists all blocks that are required to complete a degree. The Degree Block lists all met and unmet requirements. Students seeking dual degrees and graduate students who received a bachelor's degree from UTM will have two separate degree audits, one for each degree. Click on the Degree dropdown in the header area to see multiple degrees.

Degree in Bachelor of Science		Catalog Year:	2017-2018	Credits Required:	120
Unmet conditions for this set of requirements:		120 credits are required. You currently have 43; you still need 77 more credits.			
Minimum Credits unsatisfied					
<input type="checkbox"/> Minimum 30 Credits Taken at The University of Tennessee at Martin	Still Needed:	A minimum of 30 credits must be taken at The University of Tennessee at Martin. You currently have 0; you still need 30 more credits.			
<input type="checkbox"/> 42 Credits in Upper Division Coursework	Still Needed:	You have 0 upper division credits; you still need 42 upper division credits.			
<input type="checkbox"/> 33 Credits in Upper Division Coursework at UTM	Still Needed:	You have 0 upper division credits; you still need 33 upper division credits.			
<input checked="" type="checkbox"/> You meet the minimum overall 2.0 GPA requirement.					
<input type="checkbox"/> A minimum institutional GPA of 2.0 is required.	Still Needed:	When your first term is graded, your institutional GPA will be calculated. If your institutional GPA falls below 2.0, it is important to see an advisor to make plans for raising your GPA.			
<input type="checkbox"/> General Education Requirements	Still Needed:	See General Education, BS section			
<input type="checkbox"/> Exit Exam Requirement	Still Needed:	See Exit Exam Requirements section			
<input type="checkbox"/> Major Requirements	Still Needed:	See Major in Biology section			
<input checked="" type="checkbox"/> Minor or Second Major is Not Required.					
Please see the Minor block to ensure all credit requirements are met.					

The General Education Block lists all general education requirements for a degree. This block will vary depending on the type of degree sought – general education for a Bachelor of Science, general education for a Bachelor of Arts, or university-wide general education.

■ General Education, BS	
Unmet conditions for this set of requirements: 52-55 credits are required. You currently have 0; you still need 52 more credits.	
<input type="checkbox"/> COMMUNICATION	
<input type="checkbox"/> English Composition: Critical Thinking and Writing	Still Needed: 1 Class in ENGL 110* or 111 or 111H*
<input type="checkbox"/> English Composition	Still Needed: 1 Class in ENGL 112* or 112H*
<input type="checkbox"/> Public Speaking	Still Needed: 1 Class in COMM 230* or 230H*
<input type="checkbox"/> FOREIGN LANGUAGE	Still Needed: 1 Class in FREN 122* or 222* or GERM 122* or 222* or JAPN 122* or 222* or PORT 122* or 222* or SPAN 122* or 222* Grade Type <-> D
<input type="checkbox"/> HUMANITIES	
Student must complete one sequence and one course from a different discipline.	
<input type="checkbox"/> Humanities Sequence Requirement	Still Needed: Choose from 1 of the following:
<input type="checkbox"/> English Sequence	(Choose from 1 of the following:) or
<input type="checkbox"/> British Literary Traditions Sequence	(2 Classes in ENGL 250* or 250H* or 251* or 251H*) or
<input type="checkbox"/> American Literary Traditions	(2 Classes in ENGL 260* or 260H* or 261* or 261H*) or
<input type="checkbox"/> World Literature	(2 Classes in ENGL 270* and 271*)

The Exit Exam Requirements Block lists the General Education Test and any Major Field Test(s) that must be taken prior to graduation. Portfolio requirements for graduation are also listed in this block.

■ Exit Exam Requirements	
If your major is Communications, Philosophy, Spanish, International Studies, or Psychology, a graded portfolio review approved by the Office of Curriculum and Assessment will need to be provided to your academic major department as part of the completed graduation checklist requirements.	
<input type="checkbox"/> You must pass the General Education Test.	
<input type="checkbox"/> You must pass the Major Field Exam Requirement for BSBA.	

The Major Block lists courses and/or requirements to complete the major. In some instances, this block will only list the Concentration Block to be completed. A student with dual majors will have two Major Blocks display under the Degree Block.

■ Major in Biology	
75 credits are required. You currently have 8; you still need 67 more credits.	
<input type="checkbox"/> 18 Credits in Upper Division Coursework	Still Needed: You have 4 upper division credits; you still need 14 upper division credits.
A minimum grade of C or higher is required in all courses.	
<input type="checkbox"/> Cell and Molecular Biology Concentration	Still Needed: See Concentration in Cell and Molecular Biology section

The Concentration Block lists requirements to complete the selected concentration (not required for all degrees).

■ Concentration in Public Administration	
Unmet conditions for this set of requirements: 39 Credits needed A minimum grade of C or higher is required in all courses.	
<input type="checkbox"/> Intergovernmental Relations	Still Needed: 1 Class in POSC 314
<input type="checkbox"/> Administrative Law	Still Needed: 1 Class in POSC 353
<input type="checkbox"/> Introduction to Public Administration	Still Needed: 1 Class in POSC 361
<input type="checkbox"/> Introduction to Public Policy	Still Needed: 1 Class in POSC 362
<input type="checkbox"/> Public Budgeting and Personnel Management	Still Needed: 1 Class in POSC 363
<input type="checkbox"/> Public Administration Internship	Still Needed: 1 Class in POSC 420
<input type="checkbox"/> American Constitutional Law	Still Needed: 1 Class in POSC 432
REQUIRED COURSES IN LIEU OF MINOR	
<input type="checkbox"/> Principles of Macroeconomics	Still Needed: 1 Class in ECON 201*
<input type="checkbox"/> Principles of Microeconomics	Still Needed: 1 Class in ECON 202*
ACCOUNTING	
<input type="checkbox"/> Accounting Information for Decision Making I and II	Still Needed: Choose from 1 of the following: (2 Classes in ACCT 201* and 202*) or (1 Class in ACCT 300)
<input type="checkbox"/> Accounting for Non-Business Students	
<input type="checkbox"/> Legal Environment of Business	Still Needed: 1 Class in BLAW 201
<input type="checkbox"/> Management and Behavior	Still Needed: 1 Class in MGT 300*
<input type="checkbox"/> Human Resource Management	Still Needed: 1 Class in MGT 350*

The Program Block lists requirements to complete the selected program (not required for all degrees).

✔ Writing Emphasis		
A minimum grade of C or higher is required in all upper division courses.		
✔ British Literary Traditions	ENGL 250	Brit Literary Trad
✔ British Literary Traditions	ENGL 251	Brit Literary Trad
✔ British Literature	ENGL 485 ENGL 497	Shakespeare Seminar American Literature
✔ American Literature	ENGL 445 ENGL 495	The American Novel Tp Gender&Cult Stud
✔ Theory, Language and Linguistics	ENGL 420	History of English Lang
✔ Writing	ENGL 305 ENGL 310 ENGL 315 ENGL 325	The Art of the Essay Fiction Workshop Poetry Workshop Technical Communications

The Minor Block lists all courses required to complete a minor. It will only appear on audits of students who have declared a minor.

✔ Minor in Art History				Catalog Year: 2013-2014	Credits Required: 18	Credits Applied: 18
✔ 12 Credits in Upper Division Coursework						
✔ The History of Art	ARTH 210	The History of Art	A	3	Summer 2014	
✔ The History of Art	ARTH 211	The History of Art	A	3	Spring 2015	
✔ Art Theory and Criticism	FA 410	Art Theory & Criticism	A	3	Spring 2017	
✔ Minor Electives	ARTH 320	Hist Graphic Design	A	3	Fall 2015	
	ARTH 330	Visual Trad Non-West Cult	A	3	Spring 2016	
	ARTH 410	Contemporary Art	A	3	Fall 2016	

The Mandatory Placement Block will appear on degree audits for those students who have one or more mandatory placement courses.

■ Mandatory Placement Courses	
<input type="checkbox"/> Math Mandatory Placement Course	Still Needed: 1 Class in MATH 100
<input type="checkbox"/> English Mandatory Placement Course	Still Needed: 1 Class in ENGL 100
<input type="checkbox"/> Reading Mandatory Placement Course	Still Needed: 1 Class in READ 100

The In-Progress and Preregistered Block lists all the courses in which a student is currently

registered and preregistered. These courses are also listed in the area(s) to which they apply.

In-progress and Preregistered		Credits: 43		Classes: 12	
CHEM 202	Intro Forensic Science	REG	3	Spring 2017	
CJ 330	Serial Killers	REG	3	Fall 2017	
CJ 370	Juvenile Justice SocProb/Legal	REG	3	Fall 2017	

The Elective Courses Block contains courses that count toward the total required degree hours but do not fulfill a specific degree requirement. The Electives listed in this block are not included in the total minimum credits requirement in the Degree Block; they are manually added to the student's Audit through exceptions processed by the Office of Academic Records.

Elective classes allowed	
CHEM 121	General
GENS 101	Freshman Studies

The Excess Courses Block contains courses that are over the degree total.

Elective classes <i>not</i> allowed		Credits Applied: 67		Classes Applied: 21	
ECN 201	Principles of Macroeconomics	REG	3	Spring 2017	
ECN 202	Principles of Microeconomics	B	3	Fall 2016	

The Unused Courses Block contains courses that are not counted as hours toward the degree. Developmental courses and courses that exceed the number of allowed repeats will be placed appear in this area.

Unused Courses	
MATH 070	Develop Algebra I
Satisfied by: DSPM0800 - Elementary Algebra - Univ Memphis	

The Insufficient/Excluded Block contains courses that are incomplete or failed, courses from which the student withdrew, and audited courses.

Insufficient/Excluded Courses		Credits: 7	
CHEM 122	General Chemistry	W	4
MATH 140	Col Alg&Elem Func	D	0

An Exception Block appears on a student audit if an approved exception has been applied to the degree audit. Exceptions will also appear in the audit section to which they apply.

Courses Needed

Degree Works allows users to click on "Still Needed" hyperlinked courses listed in the advice section to see a description of the course. The description includes the course title, number of credits, course description, prerequisites, attributes, and section information. These links are called course links. Hover over the course link to see the course title and credit hours. Click on the course link to open a new window with the course description and other information about the course.

(3) Study and application of basic communication theory in the preparation and delivery of extemporaneous informative and persuasive speeches and in critical listening. Prereq: Minimum grade of C in ENGL 111. (F, Sp)

Prerequisites: (ENGL 111^{CC} minimum grade of C *or* ENGL 111H^{CC} minimum grade of C) *or* (ENGL 100^{CC} minimum grade of C *and* ENGL 110^{CC} minimum grade of C)
^{CC} indicates the class may be taken concurrently with COMM 230

Attributes: GENC

Sections:	Term	Crn	Section	Seats Open	Meeting Times
	Fall 2017	40513	PX1	12 (out of 20)	Tu 11:45 - 14:25
		40516	PX2	9 (out of 15)	Tu 15:00 - 17:45
		41162	PE1	16 (out of 20)	M 18:00 - 20:45
		41572	003	0 (out of 22)	M W F 09:00 - 09:50
		41573	007	0 (out of 22)	M W F 11:00 - 11:50
		41590	004	0 (out of 22)	M W F 09:00 - 09:50
		41591	015	0 (out of 21)	Tu Th 09:30 - 10:45
		41605	001	0 (out of 22)	M W F 08:00 - 08:50
		41606	002	0 (out of 22)	M W F 09:00 - 09:50
		41607	010	0 (out of 22)	M W F 14:00 - 14:50
		41611	018	0 (out of 22)	W 17:15 - 20:00
		41619	005	0 (out of 22)	M W F 10:00 - 10:50
		41620	009	0 (out of 22)	M W F 13:00 - 13:50
		41633	013	6 (out of 22)	Tu Th 08:00 - 09:15
		41635	017	0 (out of 22)	Tu Th 13:00 - 14:15
		41637	006	0 (out of 22)	M W F 11:00 - 11:50
		41638	008	6 (out of 22)	M W F 13:00 - 13:50
		41639	012	10 (out of 22)	M W F 15:00 - 15:50
		41640	014	0 (out of 22)	Tu Th 09:30 - 10:45
		41641	016	0 (out of 22)	Tu Th 13:00 - 14:15
		41686	011	0 (out of 22)	M W 14:00 - 15:15
		41855	JS1	14 (out of 18)	Tu 15:00 - 17:45
		42090	2A1	16 (out of 18)	Tu 15:00 - 17:45
		42111	2A2	17 (out of 18)	M 18:00 - 20:45
		42184	JS2	5 (out of 12)	W 18:00 - 20:45
		42246	PX9	2 (out of 2)	Tu 11:45 - 14:25

Student View Legend

The legend is located at the end of the Student Audit.

Legend		
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	(T) Transfer Class
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> See Advisor	@ Wildcard - see FAQs
<input checked="" type="checkbox"/> Prerequisite Required		REG In-progress or preregistered
<input checked="" type="checkbox"/> Course Applied in Multiple Areas		

Complete: The green checkmark appears next to requirements within the audit that have been completed. Completed items are highlighted in yellow and display the course fulfilling the requirement as well as the grade and the term in which the course was taken.

<input checked="" type="checkbox"/> Introduction to Psychology	PSYC 120	General Psychology	A	3	Spring 1997
--	----------	--------------------	---	---	-------------

Not Complete: The red box appears next to requirements within the audit that have not been completed. Courses that will complete the requirement are listed in the row.

<input type="checkbox"/> Social and Behavioral Science Electives	Still Needed: 1 Class in HLTH 111 or SWRK 220 or SOC 201 or 202 or 202H
--	--

Complete except for classes in-progress: The blue tilde appears next to requirements which will be fulfilled when the student completes the in-progress class(es). In-progress items are highlighted in blue and display the course that will fulfill the requirement as well as the REG symbol and the term in which the course is in-progress or registered.

<input checked="" type="checkbox"/> Marketing Strategy	MKTG 710	Marketing Strategy	REG	(4)	Summer 2017
--	----------	--------------------	-----	-----	-------------

@ (Degree Works Wildcard): The @ symbol represents all course numbers when it follows the

course alpha. When the @ symbol precedes a range of number, any course within that number range will fulfill the requirement. In the following example, a student could take six credits in any discipline in the 300 level or 400 level.

Still Needed: 6 Credits in @ 3@ or 4@

* **Symbol:** The asterisk * indicates courses that require a prerequisite.

English Composition Still Needed: 1 Class in ENGL 110* or 111 or 111H*

\$ **Symbol:** The \$ symbol indicates courses that have been used to fulfill the requirements of two different blocks on the audit.

American Literary Traditions ENGL 260 Amer Literary Trad B 3 \$ Spring 2009

Audit History

The Audit History Link option allows you to view a student’s saved audits. To access historical audits, you must first select a student in the Student Context. Then click the **Audit** tab and click the **Audit History** link. The most commonly used format is the Student View; the format can be changed on the **Format** dropdown menu if desired. History is built every time a new audit is processed for a student, either manually or through the nightly processes. Consequently, the historical audits may cover a period of seconds to a period of weeks.

The screenshot shows a web interface with a top navigation bar containing tabs: Audit, Plans, Notes, Petitions, Exceptions, GPA Calc, and Admin. Below this, there is a sub-section for 'Audit' with a dropdown menu for 'Format' set to 'Student View' and a 'Historic Report' field containing '07/31/2017 08:39 GR/MBA000'. To the right of these fields are three buttons: 'View', 'Delete', and 'Save as PDF'. On the left side, there is a vertical menu with links: 'Audit History' (highlighted with a blue arrow), 'What If', 'What If History', 'Look Ahead', 'Athletic Eligibility', and 'Athletic History'. Below the 'Audit History' link, there is a dark blue header for 'History - Introduction Page' and a text prompt: 'Choose a report format and an historic report and click View.'

What-If Audit

The What-If audit allows students to process speculative degree audits using their current class history. You can audit a student against the requirements for a different major, minor, concentration, degree, catalog year or other selectable items. What-If audits can be printed but are not stored in the database.

To generate a What-If audit, click the **Audit** tab and click the **What If** link. The most commonly used format is the Student View; the format can be changed on the **Format** dropdown menu if desired. In the What-If section, the catalog year must be selected.

Click the **Catalog Year**, **Program**, **Major**, **Concentration**, and **Minor** drop-down(s) to change the criteria. Only one degree can be run under the What-If. Students wishing to seek dual degrees must run each degree separately in the What-If.

In the Choose Different Area of Study section, click the **Major** drop-down to select a major. Multiple majors may be selected. Majors will only appear if they are available under the degree selected.

Click the **Concentration** drop-down to select a Concentration if necessary. Multiple concentrations may be selected. Degree Works is unable to restrict Concentrations to applicable Majors, so advisors and students must ensure that the Concentration selected matches the selected Major for the What-If to run correctly.

Click the **Program** drop-down if a program selection is necessary.

Click the **Minor** drop-down to select a minor if desired. Multiple minors may be selected.

Selections for each area are added to a list box on the right side of the page. To delete a selection, select it from the list and click the “Remove” button.

In the Choose Your Future Classes section, enter the desired course in the **Subject and Number** field. This section allows you to add courses that are not yet in the student’s course history to see how they will impact the speculative audit. See Processing Look Ahead Audits in this workbook for further details. Note: Click the **Find** icon to locate a list of classes. If you want to remove a course in the right window, highlight it and click the **Remove Course** button.

Click the **Process What-If** button and view the report. Click the **Save as PDF** button to save or print the report.

Look Ahead

The Look Ahead view allows you to see an audit showing courses that you plan to register for in future terms. This view verifies that the planned courses will apply to the degree requirements. Look Ahead audits are processed against the student's current choices of degree, major, minor, etc., and are not saved in the database.

Audit Plans Notes Petitions Exceptions GPA Calc Admin

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

Look Ahead

Enter a course and click Add Course

Subject Find a Course
Number
Add Course

Courses you are considering

Remove Course

To generate the Look Ahead view, click the **Audit** tab and click the **Look Ahead** link. Click the **Find** icon, locate the desired course(s) and write down the course subject and number. Enter the course subject in the **Subject** field and the course number in the **Number** field. Click the **Add Course** button. Multiple courses may be entered. All items in this section will be moved to the window on the right. If you want to remove items in the right window, highlight it and click the **Remove Course** button. Click the **Process New** button and view the report.

HOW DO I?

Find Advisees

To find your specific list of advisees, click the **search** button at the top of the screen. A popup box will appear, in the **Advisor ID** field provide your id number. This will pull in all of your advisees recorded in Banner below. The system automatically selects all of your advisees, press **OK** and you can then scroll through each student by using the arrows above the student name section.

*Tip: Also, select Currently Enrolled to filter out students that have graduated or are no longer attending.

*Troubleshoot: "What if I cannot find my advisee?" Flight Plan only shows what is recorded in Banner. Please see the person in charge of assigning advisees to update Banner.

Find Students

Student ID: First Name: Last Name:

Degree: All Degree Codes
Level: All Level Codes
Classification: All Classification Codes
Catalog Year: All Catalog Year values
College: All College Codes

Major: All Major Codes
Minor: All Minor Codes
Concentration: All Concentration Codes
Program: All Program Codes
Student Type: All Student Type Codes

Currently Enrolled: No selection
Academic Standing: All Academic Standings
Student Attribute: No Attribute selected
Sports: No Sport selected

Advisor ID: 960

Chosen Repeatable Search Criteria: **Remove**

Search **Clear**

<input checked="" type="checkbox"/>	960	Weathers, C	BSBA00	BSBA: Management	UG
<input checked="" type="checkbox"/>	960	Wessling, T	BSBA00	BSBA: Management	UG
<input checked="" type="checkbox"/>	960	Wolfe, Ni	BSBA00	BSBA: Management	UG

OK **Cancel** **Check All** **Uncheck All**

Find Student ID 960 Name Weathers, C Degree BSBA00 Major BSBA: Management Level UG Classification Senior Last Audit 04/06/2018 Last Refresh Today at 2:21 am

Audit Plans Notes Petitions Exceptions GPA Calc Admin

Audit Format: Student View View Print Process New Include in-progress classes Include preregistered classes Class History Credits Test Scores

Review Entrance Deficiencies

Flight Plan has a section that will show entrance deficiency courses as part of the audit as well as in the Hold section. The **Entrance Deficiency Courses** section will be toward the bottom of the audit and will show the appropriate courses that will satisfy the deficiency. This block will ONLY appear if the student has deficiencies.

Find Student ID 960 Name Briggs, S Degree BS0000 Major BS: Geoscience Level UG Classification Junior Last Audit 03/28/2018 Last Refresh Today at 2:36 am

Audit Plans Notes Petitions Exceptions GPA Calc Admin

Audit Format: Student View View Print Process New Include in-progress classes Include preregistered classes Class History Credits Test Scores FERPA

Student View A00080RI as of 03/28/2018 at 05:25

Student	Briggs, S	Degree	BS: Bachelor of Science	Institutional GPA	
ID	960	Major	BS: Geoscience	Transfer GPA	
Level	Undergraduate	Concentration	1162 Geology	Overall GPA	
Classification	Junior	Minor		Academic Standing	Academically Eligible
College	Agriculture & Applied Sciences	Program	1162 Geology	Holds	Academically Eligible HIST 201 HIST 202 Must sign up for HS Def Crse
Advisor		Expected Grad Date		Previous Degrees Awarded	AAS A.A.S. (Transfer)

Student ID 960 Name Briggs, S Degree BS0000 Major BS: Geoscience Level UG Classification Junior Last Audit 03/28/2018 Last Refresh Today at 2:36 am

Audit Plans Notes Petitions Exceptions GPA Calc Admin

Audit Format: Student View View Print Process New Include in-progress classes Include preregistered classes Class History Credits Test Scores FERPA

Entrance Deficiency Courses

An Entrance Deficiency Plan must be submitted to the Office of Academic Records by the student's advisor. Any deficiencies not met by 60 credits will affect student's registration.

American History Entrance Deficiency	HIST 201	Hist Of U S	REG	(3)	Fall 2018
--------------------------------------	----------	-------------	-----	-----	-----------

Still Needed: 1 Class in HIST 202 Grade Type = D

Find Student ID 960 Name Curtis, J Degree BSN000 Major BSN: Nursing Level UG Classification Freshman Last Audit 03/28/2018 Last Refresh Today at 2:15 am

Audit Plans Notes Petitions Exceptions GPA Calc Admin

Audit Format: Student View View Print Process New Include in-progress classes Include preregistered classes Class History Credits Test Scores FERPA

Student View A000Ay2d as of 03/28/2018 at 02:55

Student	Curtis, J	Degree	BSN: Nursing	Institutional GPA	
ID		Major	BSN: Nursing	Transfer GPA	
Level	Undergraduate	Concentration	5311 Nursing	Overall GPA	
Classification	Freshman	Minor		Academic Standing	
College	Educ, Health & Behavioral Sci	Program	5311 Nursing	Holds	Address Verification Hold Advising Hold Chicken Pox 2nd Round Immuniza Due/Delinquent Charges Entrance Deficiency-Need Plan Immunization: See Student Hlth Scheduling Hold

Review Mandatory Placements/ACT Scores

The Test Scores information pulls directly from Banner information to be used to schedule students needing Mandatory Placement courses.

Secure | <https://dwprodapp.utm.edu:8443/DashboardServlet/dashboard>

Student	Abernathy, A
----------------	--------------

Test Scores		
Description	Score	Date
ACT English	18	01-DEC-13
ACT Math	16	01-DEC-13
ACT Reading	22	01-DEC-13
ACT Science Reasoning	21	01-DEC-13
ACT Composite	19	01-DEC-13
ACT Sum of Standard Score	077	01-DEC-13
ACT Superscore	19	n/a
Eligibility Verification E Act	2	09-NOV-15
ACT Subscore Alg/Geometry	08	01-DEC-13
ACT Subscore Arts/Literature	12	01-DEC-13
ACT Subscore Elem Algebra	07	01-DEC-13
ACT Subscore Plane Geom/Trig	10	01-DEC-13
ACT Subscore Rhetorical Skills	09	01-DEC-13
ACT Subscore Social Studies	11	01-DEC-13
ACT Subscore Usage & Mech	09	01-DEC-13

Review Earned Hours for Registration Times

To review the earned hours for a student, click on **Credits** as shown below. This will then bring a popup in the middle of the screen. The section **UTM Credits Earned** will have a section that shows **Undergrad All** that will show the number of hours the student has earned that will be used for registration purposes. Please refer to the **Registration Appointments for Enrollment** section of the Registrar page for appropriate registration dates and times based on the number of earned hours.

Find Student ID: 960 Name: Abernathy, A Degree: BSAG00 Major: BSAG: Agriculture, Gene Level: UG Classification: Freshman Last Audit: 09/15/2017 Last Refresh: 09/15/2017 at 4:32 am

Audit Plans Notes Petitions Exceptions GPA Calc Admin

Audit History Student View View Print Process New

Include in-progress classes Include preregistered classes Class History Credits Test Scores FERPA

Student	Abernathy, A	Expected Grad Date	
----------------	--------------	---------------------------	--

UTM Credits Earned			
Undergrad All	Undergrad UTM	Undergrad Transfer	Graduate
19	0	19	0

Upper Division and Transfer Credits Earned			
Upper Division All	Upper Division Transfer	Four Year Undergrad Transfer	Two Year Undergrad Transfer
0	0	7	12

Repeats				
Subject	Course	Term	Grade	Repeat Indicator
AGRI	LD	201440	D	I
GENS	LD	201440	F	I

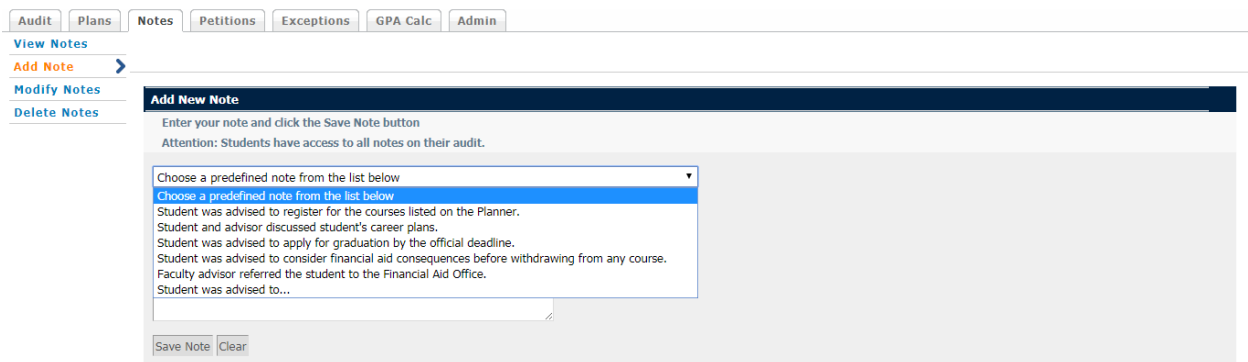
Transfer Credits							
Code	Name	Date	Hrs Earned	Quality Pts	GPA Hrs	Degree Award	TTP
001977	Murray State University	Fall 2014	7.00	11.00	12.00		
008145	Nashville State CC	Spring 2015	12.00	30.00	12.00		

NOTES

The **Notes** tab allows advisors and/or staff to document academic advice on a student record. The entered notes can be viewed by students on Degree Works on the web or via printed audit reports. The entered notes can be located at the bottom of the audit after the **Process New** function has been performed. Notes will be visible to the student and to anyone with access to view the student's degree audit.



Click the **Notes** tab to open View Notes area where you can view existing student notes. Click the **Add Note** link. Click the **Add Note** drop-down and select a preexisting note(s) and/or type a note in the free form text box.



Click the **Save Note** button to save the note. If you need to redo your note, click the **Clear** button and retype the note before saving. Click the **View Notes** link to view the note. The note, the creator, and date the note was created will be displayed. The note will not be displayed on the student audit until you return to the Worksheet tab and **Process New**.

The **Modify Notes** link in the Notes tab allows anyone with proper authority to modify existing notes. The ability to modify notes made by yourself or others is dependent upon user access rights. Modifications to notes will replace the original note and no history of the original note is maintained in the system. Modified notes will retain the user name and date of the original note creation.

Notes -- Modify		
Note Text	Created By	Create Date
Student was advised to select Student was advised to apply for graduation by the official deadline.	DegreeWorks Manager,	02/16/2010
Student and advisor discussed student's career path	DegreeWorks Manager,	02/16/2010

Click the **Notes** tab to open View Notes area where you can view existing student notes. Click the **Modify Notes** link. Click in the **Note Text** box for the note that you wish to modify. Modify the note as needed. Click the **Note** icon located to the left of the text box to save the changes.

The **Delete Notes** link in the Notes tab allows advisors, staff members and/or students to delete existing notes. The ability to delete notes made by yourself or others is dependent upon user access rights. When a note is deleted, no history of the original note is maintained in the system.

Notes -- Delete		
Note Text	Created By	Create Date
Student was advised to select Student was advised to apply for graduation by the official deadline.	DegreeWorks Manager,	02/16/2010

Click the **Notes** tab to open View Notes area where you can view existing student notes. Click the **Delete Notes** link. Click the **Note** icon located to the left of the text box to delete the desired note. You will not be given an opportunity to cancel this selection prior to the note being deleted. Once deleted, a note may not be restored; it must be recreated.

GPA CALCULATORS

The **Graduation Calculator** allows advisors, staff members and students to enter Credits Remaining, Credits Required, and Desired GPA. When the calculate button is pressed, the calculator returns the average grade the student needs to achieve the Desired GPA.

Portal	FAQ	Help	Print	SureCode	Exception Management	Log Out			
Find	Student ID	Name	Degree	Major	Level	Student Class Level	Last Audit	Last Refresh	
	9999999991	NICHOLS, MARK	BA	DegreeWorks Consulting	UG	Senior	02/04/2010	01/30/2009 at 1:08 pm	
Worksheets	Planner	Notes	Petitions	Exceptions	GPA Calc	Admin			
Graduation Calculator >									
Term Calculator				Current GPA		2.000			
Advice Calculator				Credits Remaining		13.			
				Credits Required		115			
				Desired GPA		3.0			
Calculate									

Click the **GPA Calc** tab and click the **Graduation Calculator** link. Enter the number of credits remaining to graduation in the **Credit Remaining** field. Enter the total number of credits required to graduate in the **Credits Required** field. Enter the desired graduation GPA in the **Desired GPA** field. Click the Calculate button to view the average required to attain desired results.

The **Term Calculator** allows advisors, staff members and/or students to calculate an end of term GPA based on the student's anticipated performance for the term. It takes course credits and grades as input and returns an end of term GPA based on those grades. If a student is repeating a course, the original course will remain in the GPA calculation until it is excluded from the student record.

Portal	FAQ	Help	Print	SureCode	Exception Management	Log Out			
Find	Student ID	Name	Degree	Major	Level	Student Class Level	Last Audit	Last Refresh	
	A00010011	Abernathy, Alice	BA	Criminal Justice	UG	Freshman	02/04/2010	02/03/2010 at 3:15 pm	
Worksheets	Planner	Notes	Petitions	Exceptions	GPA Calc	Admin			
Term Calculator >									
Graduation Calculator				Current GPA		2.875			
Advice Calculator				Credits Earned So Far		16			
			Credits		Grade				
ACCT 2310			3		A [4.000]				
ANTH 2010			3		A [4.000]				
ECON 1101			3		B [3.000]				
ENGL 103			3		C [2.000]				
STAT 2107			3		D [1.000]				
Class 6					E [0.000]				
Class 7					F [0.000]				
Class 8					F [0.000]				
Class 9					A [4.000]				
Class 10					A [4.000]				
Calculate									

Click the **GPA Calc** tab and select the **Term Calculator** link. Notice that the Current GPA, Credits Earned so far, and the student's current courses have been preloaded in the form. If no courses are currently listed, you may still use the calculator by entering the requested information. Click the **Grade** drop-down for each course and select the projected grade that student expects to receive. Click the **Calculate** button.

The **Advice Calculator** allows advisors, staff members and students to enter desired GPA and returns different combinations of grades that identify how a student can achieve that desired GPA. The Advice Calculator will use a maximum of 150 total credits when calculating options. Options that would exceed 150 credits are not shown.

Portal	FAQ	Help	Print	SureCode	Exception Management	Log Out			
Find	Student ID	Name	Degree	Major	Level	Student Class Level	Last Audit	Last Refresh	
<input type="text"/>	A00010011	Abern, Alice	BA	Criminal Justice	UG	Freshman	02/04/2010	02/03/2010 at 3:15 pm	
Worksheets	Planner	Notes	Petitions	Exceptions	GPA Calc	Admin			
Graduation Calculator									
Term Calculator					Current GPA		2.875		
					Credits Earned		16		
					Desired GPA		3.		
					To achieve your desired GPA, you need one of the following:				
Advice Calculator					2 Credits at 4.000 (A) grade average				
Note: Results that would require you to take more than 150 Credits have been omitted.									
<input type="button" value="Recalculate"/>									

Click the **GPA Calc** tab and select the **Advice Calculator** link. The Current GPA and Credits Earned fields automatically populate. Enter the desired GPA in the **Desired GPA** field. Click the **Calculate** button.

STUDENT EDUCATIONAL PLANNER (SEP)

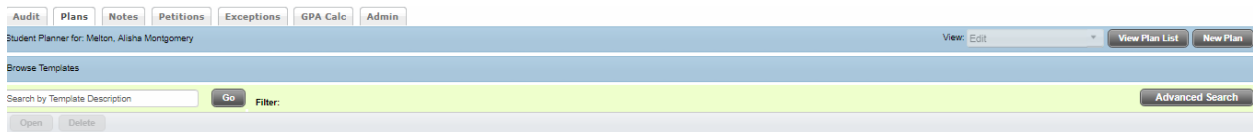
The Student Educational Plan (SEP) allows students and advisors to create academic plans. The Plans function allows the student and advisor to map out future semesters of course work. The plan can be saved for future reference and displays where the planned courses fit into the student's program of study. If using predefined templates for a program of study, they can be created ahead of time and loaded for student viewing. Once a plan is loaded, it may be modified as needed.

Selecting a plan

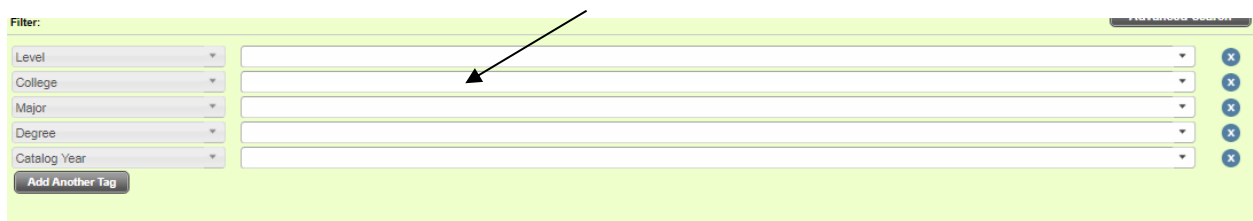
Click **Audit** if you want to see the planned courses and how they apply to the student's requirements. It's possible that a student might have several plans. In this case, select the plan that you want to view, or hit **New Plan** on the top right-hand side of the window.

Once logged into Degree Works, enter student ID and click the **Enter** or **Tab** key on the keyboard. Click the **Plans** tab. You can do one of two things at this point. You can choose from one of the plans that are listed under **List of Plans**. A student may have more than one plan; yet only one can be active. To open a plan double click the plan, or click/highlight it and click **Open**.

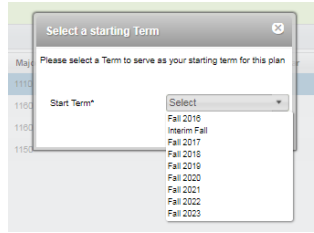
To apply a template to a student, click on **Select Template**. This will take you to the list of **Templates** that you can choose from and use in the student's audit. You can **Filter** the template list by entering a description or other text.



You can also do an **Advanced Search** for a template which will narrow down the template search results. These will give you a pick-list to choose from.



Once a template is selected/highlighted, click **Open**. The **Level**, **Degree**, and **Major** will default to the value found on the student's record. Select a term to serve as the starting term for the plan.



Click **Okay**. The template that you selected, with the starting term, will populate in the student's audit.

The Template Management link, at the top right hand of the screen, allows authorized users to search and select existing templates. Click the **Template Management** link. A list of available templates will appear in the default **Flat View**.

Browse Templates Create New Template

Search by Template Description Filter:

Flat View Tree View

Description	Level	College	Major	Degree	Catalog Year	Term Scheme	ID	Who	Modified
BA_COMM_BROADCAST_PFJR_SPRING	UG	HF	2410	BA0000	2018	UG_SPRING_4YR	T0000025	Melton, Alisha	7/13/17
BA_ENGL_17-18_FALL	UG	HF	2610	BA0000	2018	UG_FALL_4YR	T0000015	Melton, Alisha	7/13/17
BA_ENGL_17-18_SPRING	UG	HF	2610	BA0000	2018	UG_SPRING_4YR	T0000017	Melton, Alisha	7/13/17
BA_HIST_17-18_FALL	UG	HF	2910	BA0000	2018	UG_FALL_4YR	T0000012	Melton, Alisha	7/13/17
BA_HIST_17-18_SPRING	UG	HF	2910	BA0000	2018	UG_SPRING_4YR	T0000011	Melton, Alisha	7/13/17
BA_INST_17-18_FALL	UG	BP	4180	BA0000	2018	UG_FALL_4YR	T0000027	Hooten, Caral	7/13/17
BA_INST_17-18_SPRING	UG	BP	4180	BA0000	2018	UG_SPRING_4YR	T0000007	Hooten, Caral	7/13/17
BA_PSYC_17-18_SPRING	UG	EB	5860	BA0000	2018	UG_SPRING_4YR	T0000023	Melton, Alisha	7/13/17
BA_SPAN_17-18_FALL	UG	HF	2620	BA0000	2018	UG_FALL_4YR	T0000022	Melton, Alisha	7/13/17
BS_COMM_BROADCAST_PFJR_SPRING	UG	HF	2410	BS0000	2018	UG_SPRING_4YR	T0000026	Melton, Alisha	7/13/17

Click **Tree View** to see the templates sorted in a tree format.

Browse Templates Create New Template

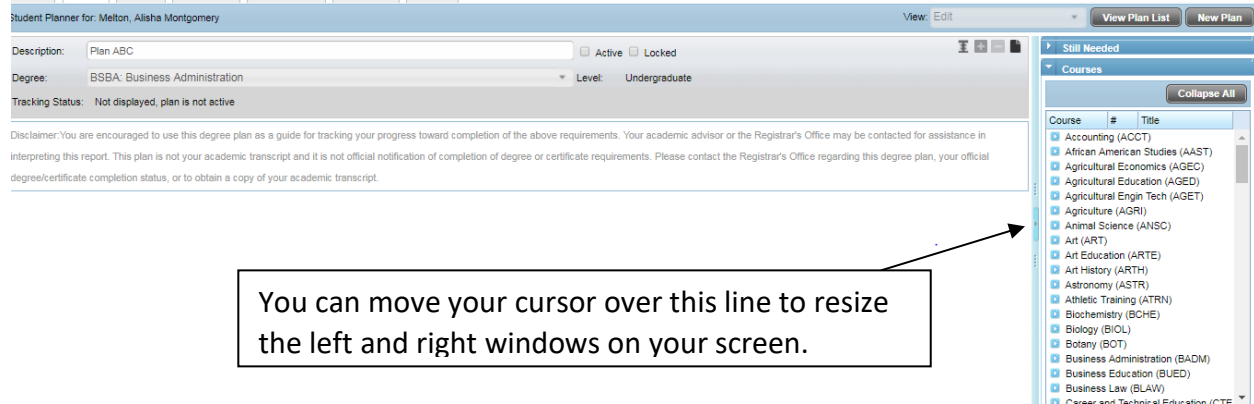
Search by Template Description Filter:

Flat View Tree View


Level/College/Major/Degree/Catalog Year	ID	Who	What
2 Undergraduate			
2 Agriculture & Applied Sciences			
2 BS: Geoscience			
2 BS: Bachelor of Science			
2 2017-2018			
UG_BS_GEOS_GEOGRAPHY_17-18_FALL	T0000042	Hooten, Carah Lynne	NOT SET
UG_BS_GEOS_METEOROLOGY_17-18_FALL	T0000044	Hooten, Carah Lynne	NOT SET
UG_BS_GEOS_GEOLOGY_17-18_FALL	T0000043	Hooten, Carah Lynne	NOT SET
2 BSAG: Agriculture, General			
2 BSFCS: Family and Consumer Sciences			
2 BSNRM: Natural Resources Management			
2 Business & Global Affairs			
2 Educ, Health & Behavioral Sci			
2 Engineering & Natural Sciences			
2 Humanities & Fine Arts			

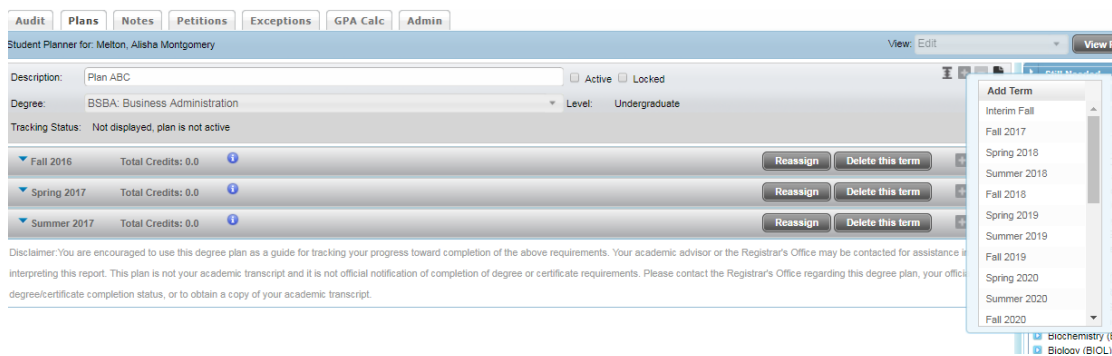
To select a template, highlight the Template and click **Open**, or double click on the template. To initiate a new search when viewing a template, click **View Template List**.

If you prefer not to use a template, click the **Blank Plan** button to create a plan. A description is required and is used to distinguish one plan from another if the student has multiple plans. Select the degree from the picklist if you are changing it. Else, the plan will populate the student's degree and major.

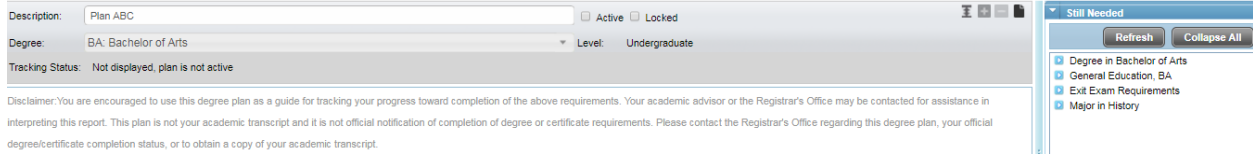


The Active checkbox next to the Description Box can be used to activate or deactivate a plan. The Locked checkbox next to the Description Box can be used by advisors to lock a plan; once a plan is locked, the student cannot change/alter the plan.

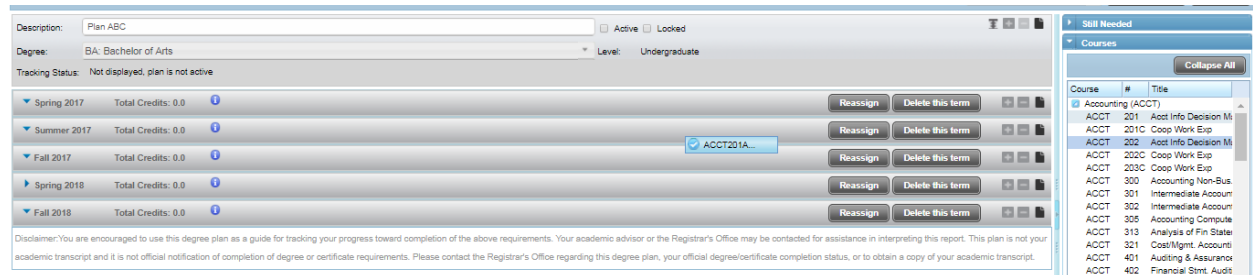
Click on the  symbol to select the term in the picklist. Click the term to be added. Degree Works will automatically place the terms in chronological order.




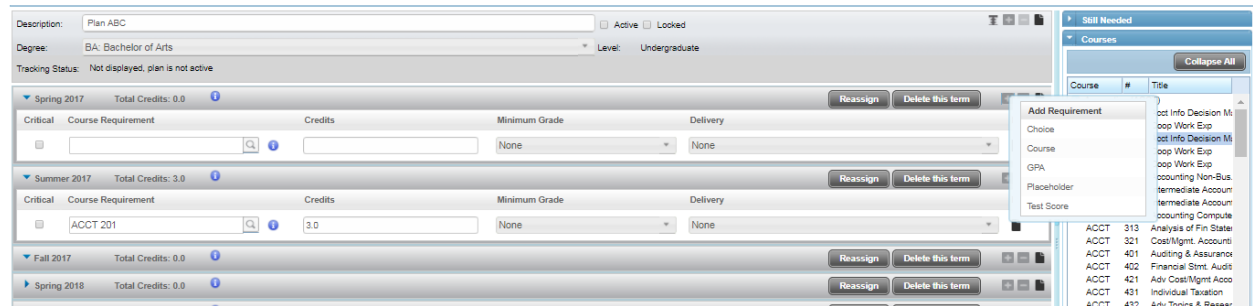
On the right, you will see a **Still Needed** Tab, and a **Courses** tab. The Still Needed tab lists the courses that the student needs to complete for his/her requirements. The Courses tab will list every course that is in the college catalog. You can open each of these breadcrumbs to see more courses/choices for the student.




To add courses to the plan, click/highlight the course and drag it to the top/header of the term. The course will populate in the term in the order that you added the course. Courses can be dragged from the Still Needed section or the Courses section on the right of the screen.

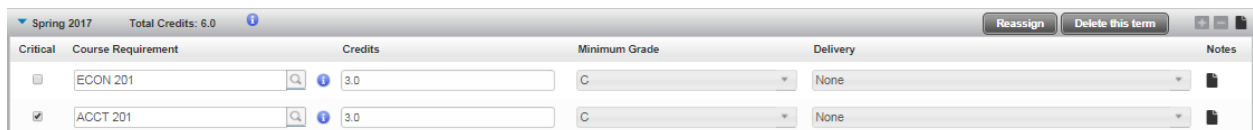



Another way to add a course to a plan is to click the  symbol, select Course, and then add course information. The credits will automatically calculate for each manually entered course unless the course can vary in hours.



To delete a course from the plan, click on the background of the course line to highlight it and then select the  symbol.

Whether you use a template or you create an entirely new student Plan, you can add additional requirements. For instance, you can specify the minimum grade required for the course, the location (where a student takes a course), or even the delivery method. You can check the box to the left of the course if the requirement is critical to the plan.




To add other additional requirements to a student’s semester in the plan. Click on the  symbol. You can add a Choice, GPA requirement, a Placeholder (course to be chosen from large group), or a Test Score. When you choose one of these requirements, you can indicate specifically what is required.

Critical	Course Requirement	Credits	Minimum Grade	Delivery	Notes
<input type="checkbox"/>	ECON 201	3.0	C	None	
<input checked="" type="checkbox"/>	ACCT 201	3.0	C	None	


Critical	Choice Requirement	Minimum Credits	Minimum Grade	Delivery	Notes
<input type="checkbox"/>	SOC 201 or PSYC 101		None	None	

Critical	GPA Requirement	Major	Minimum GPA	Class List	Notes
<input type="checkbox"/>	Overall GPA - Student System	Select	2.500		

Critical	Test Score Requirement	Minimum Score	Notes
<input type="checkbox"/>	General Education Test		

There is a  symbol at the top of the entire plan, at the top of each term, and on each individual requirement in the plan. Double click the note symbol and a note dialog box will open. Double click **Add Note** to add notes. You can add notes to the plan, to a specific term and/or a specific requirement. The top of the note window will identify specifically what the note will be attached to.

Note	Author	Internal	Copied	Modified

You can also add more detailed requirements to the courses. Click on the  symbol to add additional requirements to the plan.

Check the Active button if you want to attach the plan to the student’s record. If you do not check the Active button, the plan will be on hold. Click Lock if you want to lock the plan; this will make the plan read-only for students and they will not be able to make any changes to the plan.

Click **Save** to save the plan.

Creating a Template in SEP

The Template Management link at the top right hand of the screen allows you to search, select, create templates, and edit existing templates. Only authorized users can access the Template Management link.



Search for an existing template. If an existing template is found, see the section on **Editing a Template**. If the desired template is not found, then click on **Create New Template**. Pick a **Template Scheme** from the drop-down box and click **OK**.

A screenshot of a dialog box titled "Select a Template Term Scheme". The dialog contains the following text: "Please select a Term Scheme to determine the terms that will be populated on your new template. If you click 'Cancel', no template will be created." Below this text is a label "Template Scheme*" and a drop-down menu. The drop-down menu is open, showing a list of options: "Select", "GR_FALL_2YR", "GR_SPRING_2YR", "TTP_FALL_2YR", "TTP_SPRING_2YR", "UG_FALL_4YR", and "UG_SPRING_4YR".

Enter a description of the template in the **Description** field. Ensure the description will adequately allow for identifying that unique plan from the search option (i.e., may need to include academic year, degree, major, etc.).

Pick your **Required Template Tags** from the following drop-down boxes:

Template Management View Template List New Template Change Term Scheme

Template ID: T0000025

Description* BA_COMM_BROADCAST_PFJR_SPRING Active?

Term Scheme: UG_SPRING_4YR

Required Template Tags

Level* Undergraduate
 Major* BA or BS: Communications College* Humanities & Fine Arts
 Catalog Year* 2017-2018 Degree* BA: Bachelor of Arts

Optional Template Tags

Concentration: 2412 Communications: Bro
 Program: 2412-BA-FJRN Comm Bro. Minor: None

▼ Spring Semester 1 8.0

Critical	Course Requirement	Credits	Minimum Grade	Delivery	Notes
<input type="checkbox"/>	COMM 100	3.0	C	None	
<input type="checkbox"/>	ENGL 111	3.0	C	None	
<input type="checkbox"/>	GENS 101	2.0	None	None	

Courses

Accounting (ACCT)

Administrative Services (ADSV)

African American Studies (AAST)

Agricultural Economics (AGED)

Agricultural Education (AGED)

Agricultural Engin Tech (AGET)

Agriculture (AGR)

Animal Science (ANSC)

Anthropology (ANTH)

Art (ART)

Art Education (ARTE)

Art History (ARTH)

Astronomy (ASTR)

Athletic Training (ATRN)

Aviation (AVIA)

Basic Engineering (BE)

Basic Engineering (BAEG)

Biochemistry (BCHE)

Biology (BIOL)

Botany (BOT)

Business Administration (BADM)

Business Education (BUED)

Business Law (BLAW)

All Required Template Tags must be selected to save a template. Enter any of the **Optional Template Tags** that are appropriate for identifying the appropriate combination of data for that unique template.

The **Active** check box is unchecked by default. Check it to activate a template.

Template Management View Template List New Template Change Term Scheme

Template ID:

Description* DGW TEST Active?

Term Scheme: COMPLETE_SCHEDULE_SEMESTERS

Fall Term 1


Spring Term 1

Fall Term 2

+


- Add Requirement
- GPA Requirement
- Placeholder
- Planned Course
- Requirement Group
- Test Score

Version: 4.1.1-SNAPSHOT.61 (2012-02-03_15-08-18)

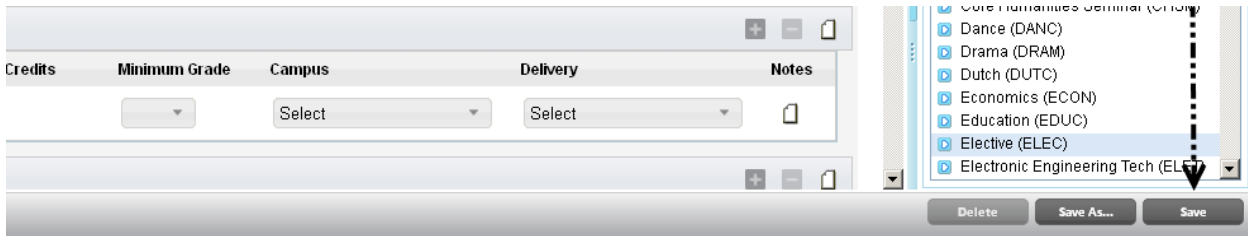
Click the  to add requirements to the template. Click the **Planned Course** to add a required course. Entire the required fields.

Fall Term 1 + -

Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>				Select	Select	

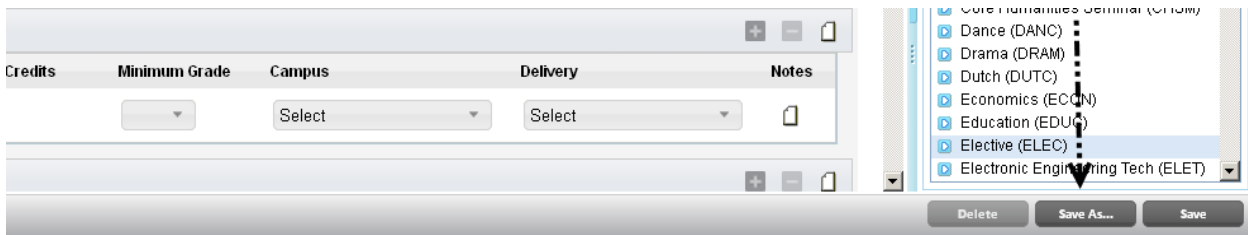
You can type the **Course Requirement** into the field or you can drag and drop from the **Courses Needed** section. Delete requirements by clicking on the  symbol.

Click the **Save** button to save your template. A Template ID number will be automatically assigned.



Editing a Template

The Template Management link, at the top right hand of the screen, allows you to search, select, create templates, and edit existing templates. After searching and selecting your template, modify description of the template in the **Description** field as needed. Click the **Active** check box to activate a template. Modify any remaining fields in the header that are appropriate for identifying the appropriate combination of data for that unique template. Modify the terms, courses, credits and/or notes for the student as needed. When all changes have been made, click the **Save Template** button to save and replace the existing template.



FREQUENTLY ASKED QUESTIONS

What is Degree Works?

Degree Works is an advising and degree audit tool that helps students plan and complete their program of study successfully and efficiently. Students and advisors are able to view an organized, easy-to-read checklist (the Degree Works audit) that outlines requirements for courses of study as set forth in the university catalog. The What If Tool can be used to see audits for different catalogs and majors. The Student Educational Planner helps students and advisors plan requirements for each semester. Degree Works also includes GPA calculators, Notes, and a Look Ahead view.

What is an Audit?

A Degree Works Audit displays courses you have completed, courses in which you are enrolled, and courses that should be taken to complete your program requirements. The Audit is arranged in blocks specifying each piece of your degree requirements, such a degree block, a major block, and a general education block.

Can I access Degree Works on any computer?

Yes, you can access Degree Works through the My UTMartin portal at any computer with internet access.

How current is my information in Degree Works?

Degree Works is refreshed nightly, so any changes made (such as grade changes or classes dropped/added) will be seen the following day.

Are my grades visible in Degree Works?

Grades are visible in the Degree Works audit after end of the semester processing.

I think my audit is incorrect. What should I do?

If you believe your audit is incorrect, contact your academic advisor to discuss the requirements of your program and the information displayed on your audit. Your advisor can then contact the Office of Academic Records for assistance if the audit is incorrect.

Are there requirements for graduation that Degree Works does not check?

Some programs of study have requirements that do not appear in the Degree Works Audit, such as portfolios or internships. You should consult with your advisor to ensure that you meet all degree requirements.

Why does Degree Works show “Concentration is required” on my audit?

The “Concentration is required” message shows on majors that require a concentration to be selected. Please refer to the current catalog for more information. Your advisor can help you select the appropriate concentration.

Why isn’t my transfer work meeting a requirement?

There are several reasons why transfer work may not meet a requirement. It is possible that the transfer course does not meet the minimum number of credits or the minimum grade required for the course in your program of study. You must complete a minimum of sixty hours of coursework from a four-year institution, so some transfer work may not be available for use. Transfer work is also limited a maximum of nine upper division hours. Please contact your advisor if you have questions about your transfer work.

My advisor told me that a course I took would be substituted for a requirement. Why doesn’t this information appear in my audit?

In most instances, substitutions are not applied until your senior year. If you are a senior in your last semester and do not see a substitution you are expecting, please contact your advisor.

If all the boxes are checked, does that mean I am graduating?

Degree Works is not an official notification of completion of degree requirements. Students must meet both the hour and the area requirements for their selected degree as defined in their respective catalog. Students and advisors should use Degree Works in conjunction with the University Catalog and departmental information to monitor student progress and ensure students are on track for graduation.

What are Elective Courses?

Elective courses do not fit a specific area in the audit and are still used to fulfill the hours required for the degree.

What are Excess Courses?

Excess courses are electives over the minimum credits required for the degree. The grades in these courses are included in your overall GPA.

What are Unused Courses?

Unused courses are courses that are not used due to a limit being met or that serve as developmental courses. Students may see transfer courses in this area once the maximum transfer hour limit has been met.

What are Insufficient/Excluded Courses?

Insufficient/Excluded Courses are courses that do not meet the requirements of the rules in the Audit. Withdrawn courses, repeated courses, and courses that do not meet the minimum required grade will display in this section of the audit.

When should I look at my Degree Works audit?

You should review your audit prior to meeting with your advisor for each registration, after registration to confirm that your registered courses are applied correctly, after your grades are posted each semester, and after making a change to your schedule or major.

How do I know which classes I need to take?

Your Degree Works Audit displays the courses needed to meet each block of your degree. You should work with your advisor to select the appropriate courses based on your career goals and interests.

How do I determine my catalog year?

Your current catalog year displays on the Degree Works Audit on the degree block header. You can use the “What If” function to see how changing your catalog will affect your audit. Talk to your advisor if you want to make a change in your catalog year.

Degree Works placed one of my courses in two different places. Is that allowed?

In some instances, it is allowable for courses to be shared in two different locations. This sharing is indicated by a red \$ on the Audit. If you have questions about a course sharing, you should contact your advisor.

I’m working toward two degrees. How can I check the requirements for my other degree?

A dropdown arrow appears next to your degree box at the top of the Degree Works Audit. Click the arrow to select your second degree program.

Can I register for classes in Degree Works?

You cannot register for classes in Degree Works. You can view information about courses in Degree Works, such as days and times available, to determine the best course section for your schedule.

I think the Credits button on my Audit is incorrect.

The Credits link on the Audit will only display earned credits, which may vary from the total credits attempted and does not include in-progress courses. Please see your advisor if you need more information about credits.

How can I print the What-If page?

Click the “Save As PDF” button at the top of the What-If screen. Click the printer icon in the PDF window and chose “Save as PDF” as the destination in the print options window. Choose the desired destination for the saved PDF file.