# DegreeWorks Student Reference Guide

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# 1. DegreeWorks Basics

## Overview

DegreeWorks is a web-based tool engineered to help students and advisors monitor students' progress toward degree completion. DegreeWorks combines Oregon Tech's degree requirements and individual student's completed coursework into an easy-to-read worksheet. The worksheet helps both students and advisors see which completed and in-progress courses count toward degree requirements. Additionally, the worksheet displays outstanding course requirements.

All currently-enrolled undergraduate students who attended Oregon Tech after Fall 2006 **and** who are using the 2006-2007 or a later catalog to fulfill their degree requirements can use DegreeWorks to check their progress toward degree completion.

Through DegreeWorks, students and advisors 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:** DegreeWorks is designed to aid and facilitate academic advising, but is not intended to replace face-to-face advising sessions. DegreeWorks is neither an official academic transcript nor an official notification of completion of degree requirements.

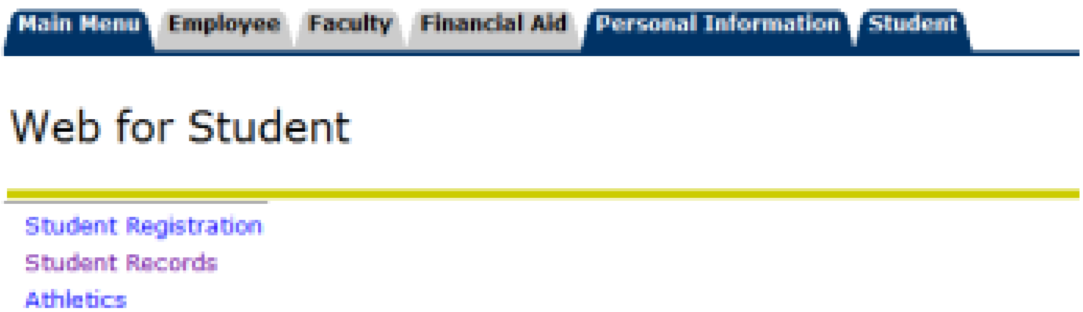
## Application Features

| | |
|---|---|
| ***Degree Checklists - available formats listed below*** | |
| 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. |
| Registrar Report | Used primarily by the Registrar's Office. This format contains the same information as the Student View with additional detail from Scribe, DegreeWorks' coding tool. However, this report may be helpful to advisors because it presents some scribe detail for each block, and may present hidden block attributes such as hidden course rules and minimum or maximum course or GPA requirements. |
| Registration Checklist | Shows only the unfulfilled requirements that are "Still Needed" on the checklist. It does not provide any of the detailed explanations of requirements that may be found in the Student View. |
| What-If | Allows you to process speculative degree audits using current class history. |
| Look Ahead | Allows the display of an audit which includes courses which are still to be taken. |
| Class History Link | Provides a listing of all of the courses taken by the student, with grades and credits, grouped by the term taken. |
| ***Student Educational Planner*** | |
| Student Educational 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 optional Pre-Defined Notes dropdown to begin note, then Save. This will be utilized during advising sessions. |

## Getting Started

### *Login and Initial Student Search:*

a. Log in to **Web for Student**, also known as Banner Self Service, at the following link: https://banweb.ous.edu/oitprd/owa/twbkwbis.P_WWWLogin.
b. Select the **Student** tab.
c. Click on the **Student Records** link.




d. Click on the NEW DegreeWorks (Degree Audit) link. Your degree audit will automatically display.

### *Navigation*

### Navigation Toolbar

Once successfully logged, on the top of every page is a navigation toolbar. Below is a description of each of the links:

| | |
|---|---|
| Back to Self Service | Links to Self Service |
| FAQ | Links to frequently asked questions pertaining to DegreeWorks |
| Help | Links to the DegreeWorks home page |
| Print | Allows the user to print current page |
| Log Out | Logs user out of DegreeWorks |

## Student Summary Toolbar

Below the Navigation Toolbar is another toolbar providing basic information regarding the student you have selected to review. The chart below outlines what information is included within the Student Summary Toolbar (note that the “Find” students functionality will be covered in a later section):


| | |
|---|---|
| Find | Unless student Banner ID is known, the find button will be used to search for students |
| Student ID | Here the user can enter a student’s Banner ID 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 major will be displayed here |
| Level | Level of student will be displayed here (Undergraduate or Graduate) |
| Campus | Displays the campus location of the student |
| Last Audit | Displays the last date an audit was performed for the current student within DegreeWorks |
| Last Refresh | Displays the last date and time the audit was refreshed from Banner system |

## Student Header

The first section of the audit, the Student Header, contains key elements of your student record such as Degree, Major, Classification, Academic Standing, GPA, etc.

## Blocks

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

**Bachelor of Science**- The name of this block may vary depending on your Undergraduate degree. This is the main block that houses all of the global rules that apply to all other blocks within the audit. This block will never have the “Complete” symbol until all other blocks have been completed. Within this block you will also find “Unmet Conditions” which are requirements that must be met in order to graduate (residency requirement, total credits needed, etc.). The top-right corner of this block displays the total credits required to graduate, total credits you have applied towards graduation, current GPA, and Academic Year (Catalog Year).

**Foreign Language Requirement –** This block will display whether or not you have met the foreign language requirement. If you have, the block will be complete. If you have not or if the Registrar’s Office does not have documentation that you have, the block will be incomplete and you will see a link to the Foreign Language requirements.

**General Education Requirement Blocks–** These blocks include Communication Requirements, Humanities Requirements, Social Science Requirements, Math Requirements, and Science Requirements. In these blocks, you will find all of the general education classes that are required for your degree. The top-right corner of each block will display your Academic Year (Catalog Year) and the credits required to complete the block.

**Major Requirements –** This block will house all of the core major requirements for your degree. If you have a concentration, this block will call your Emphasis block so you can see the specific courses required. Displayed in the top-right corner will be your Catalog Year.

**Upper-Division Requirements –** Within this block will be all the required Upper-Division credits for your degree. This section will display a “Still Needed:” message indicating how many credits are required to fulfill this block. As courses fall into this block, the “Still Needed:” message will adjust to represent remaining credits. A total of 60 Upper-Division credits are required for a Bachelor Degree.

**Fallthrough Courses –** This block will display all completed courses that are not currently being used to fulfill a requirement within the audit. The content of this block will fluctuate as more and more courses are taken.

**Insufficient –** This block will display all the courses that do not meet the minimum required grade for the major.

**In-Progress –** This block will be located directly above the legend. Within this block will be a list of all the courses that you are currently taking and also the courses you are pre-registered for. The top-right corner of the block will display the total number of credits applied and classes applied for this block.

Note: Courses that appear in the Fallthrough, Insufficient, and Not Counted sections will not count towards your degree but are counted as total Credits Applied in the Degree Block and may still count in your GPA.

## Legend

The legend contains all of the unique symbols that are important for interpreting the DegreeWorks audit.

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

**Not Complete -** This symbol will appear beside all requirements that have not yet been completed. The row will be highlighted in light gray and will also indicate the course(s) that will be required to complete the requirement.

**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. Course numbers that are followed by an * indicate that the course contains prerequisites.

**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 dark gray and the grade section for the course will display (IP).

**@ DegreeWorks Wildcard–** The "@"symbol in DegreeWorks acts 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 (CHE @) this means any course number for that prefix can be used to fulfill the requirement. In this example the requirements could be fulfilled by CHE 221, or by any 300 or 400 level CHE course.

## Disclaimer

This section outlines important disclaimer information regarding the new Degree Audit system.

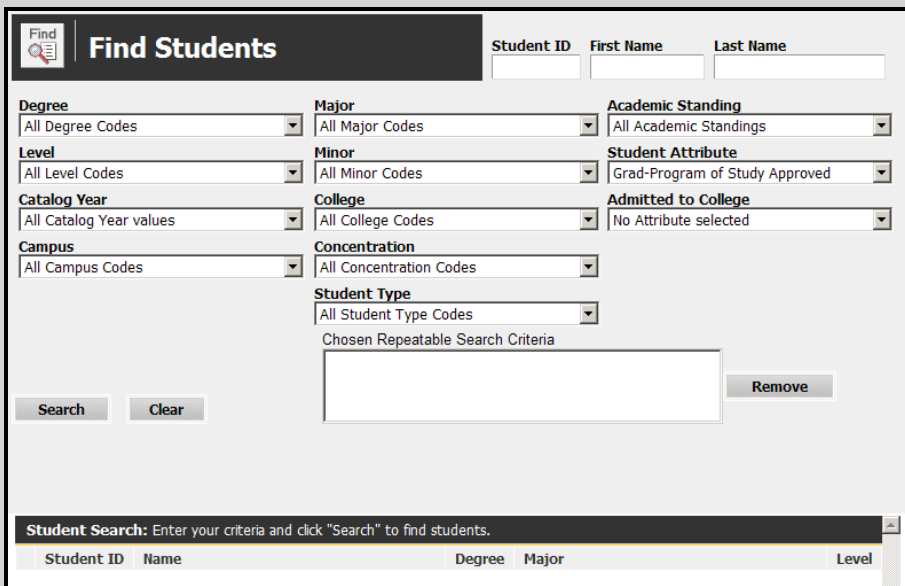
### *Searching for Additional Students*

Typically, you will first search for the student via Banner Self Service and the information for that student will display within DegreeWorks. However, once you have navigated into DegreeWorks, as an advisor you do have the ability to perform degree audits on additional students rather than navigating back into SSB and searching for another student there. To search for students within DegreeWorks:

## Find Student(s)

1. Click **Find**, which will take you to the **Find Students** search page.


   a. An image of the **Find Students** search page is provided below:




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

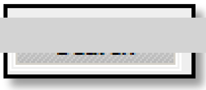

   a. The First and Last Name fields are not case sensitive. Typing in the first letters of a first or last name will produce a list of all names starting with those letters.

   b. Wild cards (@) can be used in any of these fields. Entering “@west@” in the Last Name field will produce a list of all students whose last names contain the letters "WEST".

**3. Group Student Search**

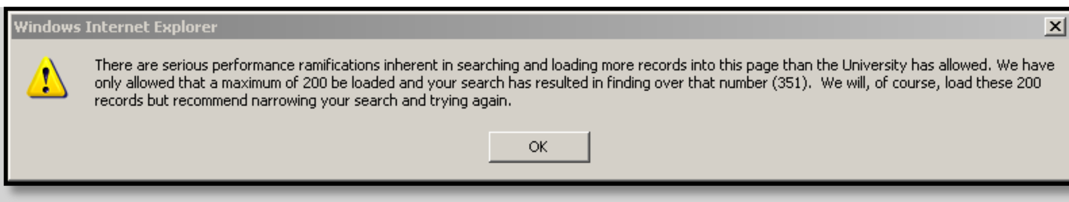
a. To search for a group of students, use one or multiple fields to build your search criteria:

| | | |
|---|---|---|
| Degree | Major | Academic Standing |
| Level | Minor | Student Attribute |
| Catalog Year | College | Admitted to College |
| Campus | Emphasis | |
| | Student Type | |

b. Click  to execute the search.

- Only valid combinations of search criteria will produce search results.

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



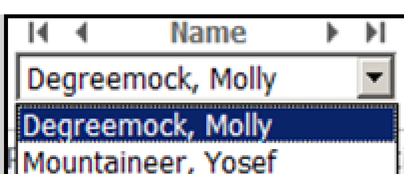

c. Once you have created a list of students who meet your selection criteria, you can sort the list by clicking on any of the field headers in the Students Found window.


d. You can remove or alter the list of students from the selection list by un-checking the checkboxes to the left of the students.

e. Click  to close the search window and load the list of students into DegreeWorks.

f. 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.

- If more than one student was selected in your search, use the drop-down box at the top of the screen to select the student record you want to view.



## DegreeWorks Basics FAQs

***Q: What is DegreeWorks?***

"DegreeWorks" is a computerized degree audit program and academic advising tool designed to assist you and advisors in reviewing your degree progress. A Web-based program, DegreeWorks re-organizes your transcript chronologically and categorically, easily identifying courses you have completed and what courses you still need in order to fulfill your degree requirements.

***Q: What are the benefits of using DegreeWorks?***

DegreeWorks will help you:

- Determine what requirements you need to fulfill in order to complete your degree.
- View individual course grades, cumulative grade-point average (GPA), and major average.
- Determine which courses you have taken or transferred, and which ones count as electives.
- View transfer credits, waivers, and exemptions applied toward degree.
- See how your coursework could be applied toward another major, minor, or emphasis using the What If option.
- Confirm your academic standing.
- Estimate how many semesters it will take you to graduate.
- Learn the prerequisites and co-requisites for courses by clicking on the course numbers.

***Q: When will DegreeWorks be available to the campus?***

Our current goal is to release DegreeWorks to the entire campus in the August 2012. The Registrar's Office will send notification when the new Degree Audit tool is available to the general public.

***Q: Who will be able to use DegreeWorks?***

Advisors and students both will be able to use the system as an advising tool to better follow the student's progress and determine which requirements are still needed.

***Q: How do I access DegreeWorks?***

Please reference *Login and Student Search* section above.

***Q: How is DegreeWorks different from the degree audit program we already have (CAPP)?***

DegreeWorks is an advising tool which will produce a much easier to read and user-friendly degree audit. DegreeWorks will give students and advisors better information in selecting coursework and understanding degree requirements.

***Q: When should a student/advisor review a degree audit?***

A degree audit can be reviewed at any time.  Below are some examples of when it might be helpful to review a degree audit:

1) Before registration.
2) After registration to ensure courses apply to program requirements.
3) After grades for each semester are posted.
4) Any time changes are made to a record.

***Q: What if information in DegreeWorks isn't up to date?***

There are a few possibilities as to why certain information in DegreeWorks is not up to date. One is that DegreeWorks may not have been refreshed since a change was made (information is refreshed nightly) to a student record. Second, there could be some paperwork that must be completed. For example, if a grade change is pending, it is possible the form has not reached the Registrar's Office. Check with the Registar's Office regarding information not being up to date.

***Q: Why do I receive a blank window when I click the "Save as PDF" button?***

A DegreeWorks audit contains a large amount of information and because of this it will take 15-20 seconds for the PDF to generate. If after 20 seconds your PDF fails to load, please contact the Office of the Registrar.

***Q: How does DegreeWorks handle repeated courses?***

DegreeWorks adheres to Oregon Tech’s repeat polices when producing a degree audit. Per the policy, the most recent occurence of a particular course will be used to evaluate degree completion. Previous attempts will go into the fall-through section.

***Q: How does DegreeWorks determine which set of degree requirements to use?***

DegreeWorks uses a student’s Catalog Year to determine the set of degree requirements to use when producing a degree audit.

***Q: What is a Catalog Year?***

The catalog year determines which catalog/degree requirements students follow to obtain a degree. This is defaulted to the term the student started at Oregon Tech.

***Q: Can DegreeWorks be used to evaluate a student who has not yet declared a major?***

Yes, students who have not declared a major must use the What-If option to produce a degree audit. However, in order to be evaluated for degree completion by the registrar’s office, the student must have a valid major assigned in Banner.

***Q: Why are transfer credits showing up as ‘TRAN 99999’?***

Some students’ transfer credits were originally entered as block credits. Your transfer evaluation just needs to be updated. If this happens, please contact the Transcript Evaluator in the Registrar’s Office.

## 2. What-If Audits

### Overview

If you plan on changing your major, adding a minor, emphasis, specialization, or certificate you can access the **What-If Audit**. This tool can also be used if you would just like to see how your courses apply to other degrees. The **What-If Audit** can be found under the worksheets tab, on the left menu; it is designed to offer you an opportunity to view how proposed changes can affect your path towards graduation.

### Getting Started

#### *Performing a What If Scenario*

1. To access the What If option, click on the **"What If"** link on the left-side of the audit screen under the "Worksheets" tab
2. Once at the What If screen, you will be able to use the drop-down boxes to select the desired Academic Year (Catalog Year), Major, Minor and Emphasis, as well as add additional future classes to the audit scenario.
3. **Certificates and Specializations are in the Major drop-down box.** You will not be able to choose more than one major, specialization, or certificate at a time. Separate What If audits must be run.
4. Your selection for each area will be added to a list box on the right hand side. If you would like to remove any of your choices, select it from the list and click the **"Remove"** button located below the list box. After selecting the desired criteria, press the **"Process What-If"** button. DegreeWorks will then take your entire course history and apply it to an audit with the newly selected changes. Any wrong combination of degree, major, minor, or emphasis will result in error.
5. Once the new audit has been generated, you will notice that all of your selections will appear as if it were a real audit.

#### *Printing a What If Audit:*

1. Once all of your selections have been made on the What If parameter screen, you have the option to **"Save as PDF"**. Clicking this button at the top of the screen will take will run the What If scenario and insert it into a PDF document that you can either save or print out.

### What-If Audits FAQs

***Q: Why am I receiving an error when I run a What If scenario?***

The "What If" tool requires that you make a selection in the "Major" field. Failure to select a major will result in error.

***Q: Why is the advisor showing when I run a What If scenario?***

Advisors do not display when a major different from student's current major is chosen within the What If tool.

***Q: Where do I choose a Certificate or Specialization?***

Certificates and Specializations are included in the drop-down box with Majors. You can only choose one at a time for your audit to run correctly.

# 3. Student Educational Planner

## Overview

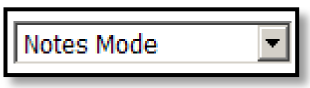
The Planner is a feature in DegreeWorks that will allow you to make a long-term plan for degree completion and verify that the courses you include on your plan will fulfill your degree requirements.

## Getting Started

### *Developing a Plan – Freestyle*

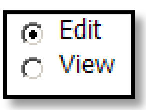
1. Select Add new plan


2. Choose mode (Notes or Calendar). Notes mode is the default and should be the standard for creating plans.




3. Choose to show completed classes or not to show completed classes


4. Choose Edit



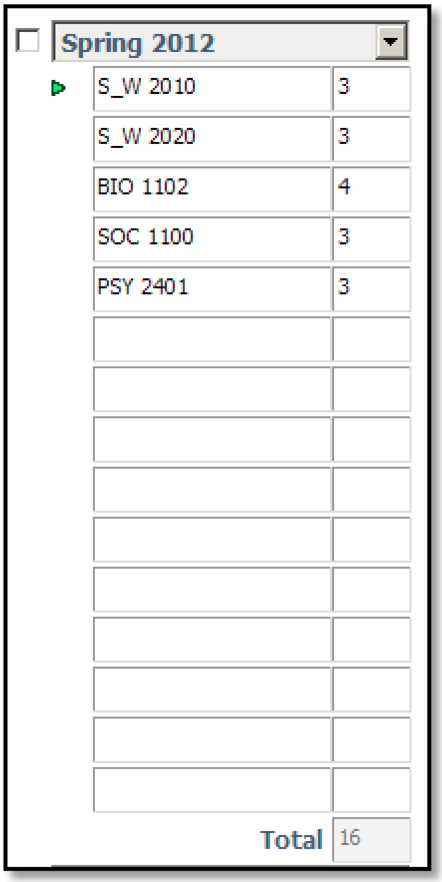

5. Click 

button

6. Type in description of plan (required field)


7. Choose Catalog Year

8. Select term and Enter courses into plan




9. Click 

button once all terms are completed.

10. Once a plan is saved, work completed before the first term in the plan is displayed at the bottom of the plan as “Classes Completed in Unplanned Terms” if completed in residency and “Transfer classes” if the work was completed at another institution.

11. Use the Load button to refresh the plan once it has been saved. This works in conjunction with the “Show Completed Courses” once the plan has been saved, it needs to be refreshed to see any course work taken before the plan started.

### *Creating Planner Templates*

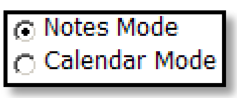
Pre-defined plans, or templates for particular programs of study, can be created ahead of time and loaded for student advising. The use of a template does allow a plan to be modified after the template has been loaded onto the student.

1. Click on **Templates** under the **Planner** tab


2. Click on 


3. Click on the dropdown arrow and choose "**Add new template**" (As more and more templates are created, more options will appear in this drop down box.)


4. Choose **Notes Mode** or **Calendar Mode.**



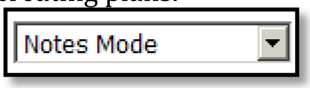

**5.** Click 


**6.** Choose the parameters for the template you want to create (be as specific or as general as you need or want), provide a description, and begin filling in the blanks. Use the buttons at the bottom to undo changes, delete, clear, or save the template. DegreeWorks will automatically assign it a number (i.e., T0012345). However, providing a good description for the template will make it easier to locate later.

### *Developing a Plan – Using Templates*

1. Select Add new plan


2. Choose mode (Notes or Calendar) Notes mode is the default and should be the standard for creating plans.




3. Choose to show completed classes or not to show completed classes

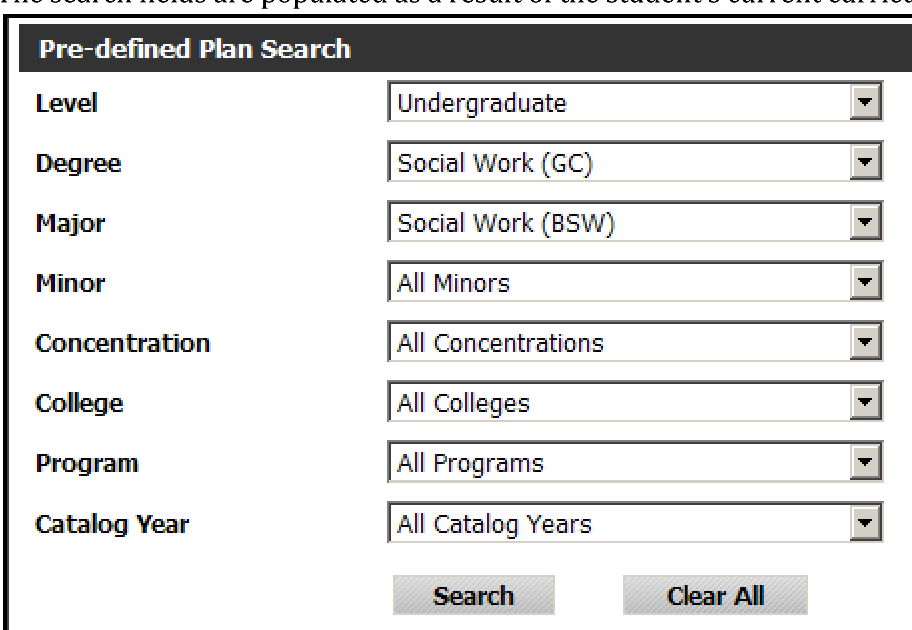

4. Choose Edit


5. Click 

button

6. Click Load a pre-defined plan


7. The search fields are populated as a result of the student's current curriculum.

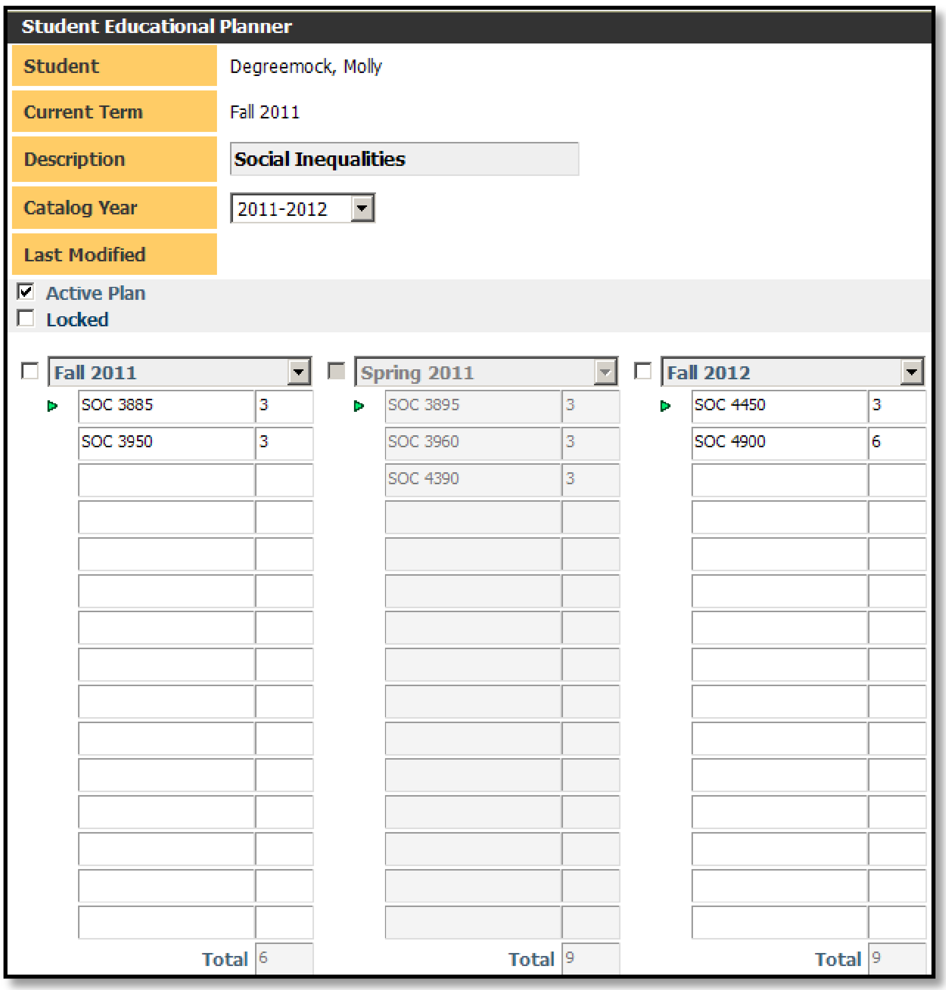


8. Click Search. If no plans are returned as a result of the search parameters that indicates that no plan template is available for that student's current academic curriculum. Either clear the search fields to find one similar or build the SEP freestyle.


9. Select the plan

10. Click the 'Load into my plan' button.


11. Modify as needed




12. Click  button once all terms are completed

### *Planner Worksheet Navigation*

#### General Tips, Tricks & Notes

- Two windows display, one with the student's audit (left) and one with the planner blocks (right)

- Bar separating the two windows can be moved right or left to increase one side

- Entering course into the plan can be done two ways.

    - Dragging and dropping the courses from the audit will automatically add the credit hours

    - Manually typing them in the credits will have to be manually typed in

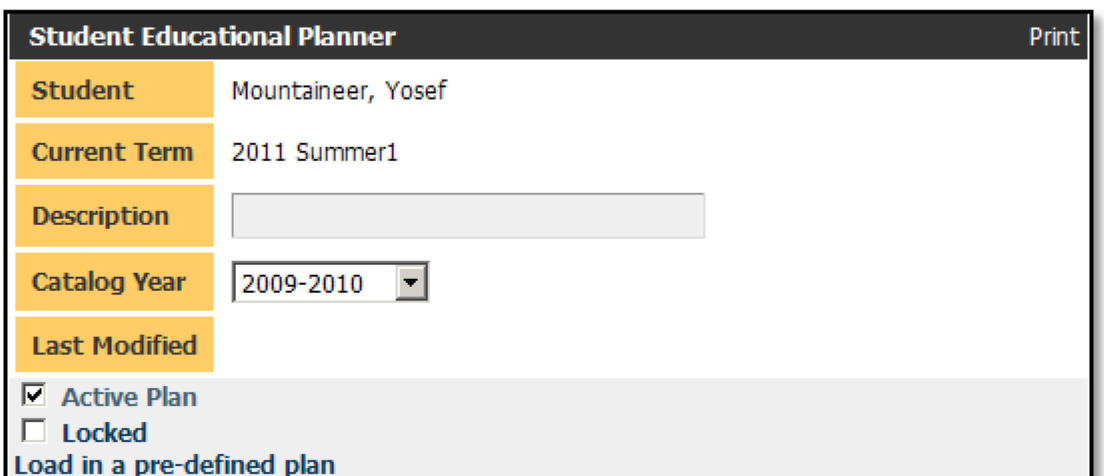
- Hours will total at the end of each block

- Click check all terms or click the box next to the terms you would like to see in the audit

- Notes entered within the educational planner should be about the term being planned, and not for general advising.  These notes are not a historical record as it does not record who made the note or when. The notes entered here can be modified until the term has passed. Rather than using these notes for advising notes, use "Audit notes".

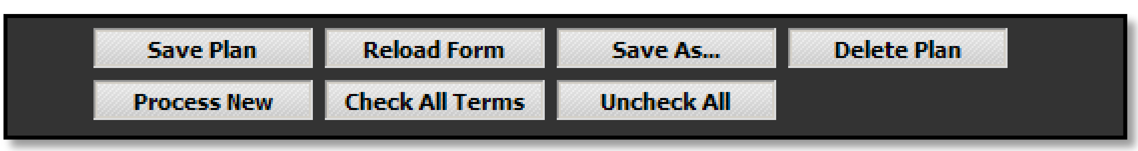
#### Student Information Block

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



| | |
|---|---|
| Student | Displays student’s name |
| Current Term | Represents the last term that the student had registered or completed coursework. Planning starts at the last term that the student had academic work. The intent is to plan from the last term forward. |
| Description | Name for this students plan. The template plan name will default if templates are used. This is a required field. |
| Catalog Year | The academic year is the year the plan starts. |
| Last Modified | Displays the last date the plan was modified. |
| Active Plan | You can have multiple plans but only one plan can be active at one time. You currently do not have access to build your own plan. Advisors will build one plan and modify it as you advance in your academic career. |
| Locked | This will be used if you need to have more than one plan. The locked plan is locked by the advisor and once locked is not modifiable until unlocked by the advisor. |
| Load in a pre-defined plan | Pre-defined plans (templates) can be created and loaded. |

## Planner Toolbar




| | |
|---|---|
| | Saves contents of plan, when the plan is saved, several checks are made on the data. |

| | |
|---|---|
| Save Plan | The errors must be fixed before the plan can be saved.<br>• Courses are validated<br>• Duplicate courses are identified<br>• A red arrow appears next to courses that are invalid |
| Process New | Runs a new audit with planned courses from saved plan applied to audit rules |
| Reload Form | Start over. Deletes any editing since the plan was last loaded. If the plan has never been saved, then it clears the plan entirely, similar to '-----Add new plan------'. |
| Check All Terms | Check the boxes for all future terms to be included in a new audit |
| Save As | Save the data as a new plan |
| Uncheck All | Uncheck all boxes for all future terms |
| Delete Plan | Delete this current plan – confirmation message appears |

## Student Educational Planner FAQs

***Q: Do I put courses that I've already completed on the Planner?***

No. The Planner is only intended for future classes, not classes which you've completed or in which you're currently enrolled.

***Q: Do all degree requirements have to be accounted for in the plan?***

No. You can use the Planner to map out as much or as little of your degree plan as you'd like

***Q: I am already a junior. Is it too late for me to use the planner?***

Absolutely not. You can start using the Planner at any time. It doesn't matter if you're a freshman planning your next four years of study, or a senior with one semester left. The features of the Planner will still help you ensure that you've identified all of the courses you need to complete for your degree.

***Q: I'm undeclared. Do I have to wait to use the planner until I declare a major?***

No, but it is recommended.

**Q:** ***If a course has prerequisites, will the Planner notify me if I place it in my plan out of sequence?***

No. You will want to review your plan with your advisor to ensure that you have courses in the proper sequence. You can also review the course descriptions in the catalog for prerequisite information for each of your courses.
You can access catalog course descriptions in one of two ways. You can click the link for any needed courses that are listed in your DegreeWorks worksheet, and a new window will open with course descriptions that fulfill that requirement.

**Q:** ***Some of my requirements have many options, and I'm not sure which one I want to take. What should I do?***

Pick the course in which you most likely will enroll. You can include a note in the notes section that states that you might take another course instead.

**Q:** ***I want to take a Seminar class offered in my major (usually ends in '7'). I entered it on my plan, but it's not being applied to the requirement for which I intend to use this course. What's wrong?***

Topics courses require special coding each semester that they're offered so DegreeWorks knows how to use them. We don't have a way to enter this coding through the Planner. If you're in this situation, we recommend that you place the course on your plan, and include a note about the area in which you intend to use it. Review this information with your advisor during your next meeting.

**Q:** ***I plan to take an internship for 12 hours, but DegreeWorks is only giving me credit for one hour when I check my plan.***

This happens because internships, along with some special topics courses, are offered for variable credit. Variable credit means that the number of hours as course can be listed as varies from semester to semester, or from section to section. When a course that falls into this category is included in the Planner, DegreeWorks will always assign the lowest possible value to this course. We've submitted a request for this to be changed in upcoming editions of the product.

***Q: Who has access to the plans I create through the Planner?***

Your advisor, as well as faculty members and administrators who have access to DegreeWorks, will be able to access your plans.

***Q: Will my advisor make my plan for me?***

No. In most cases, students will make plans and share them with their advisors. Your advisor will be a resource for you if you have questions, and you will want to ask your advisor to review any plan you create.

***Q: How can I share my plan with my advisor to make sure that it's correct?***

Your advisor can log in to DegreeWorks and review your plan online. You can also print your plan by using the print link in the upper-right hand corner of the planner and take a copy of your plan to your advising appointment.

***Q: Can I make more than one plan?***

Yes, but you can only mark one plan as active.
Because the University will gather information from these plans to help us with course scheduling, we want to be sure that we do not gather multiple sets of data from the same person. Therefore, if you create more than one plan, please check the active button for the plan that best describes your degree completion plans.

***Q: How often should I update my Planner?***

At a minimum, you should review and update your planner every semester before you meet with your advisor. You should also update your plan when you drop a course, receive an unsatisfactory grade in a course, or make any other changes that affect your degree progress. Once a semester ends and your grades are placed on your records, you'll no longer be able to update information for that term. The information for that term will appear at the bottom of your plan as completed coursework.

***Q: When I view my worksheet on the Worksheet Tab, my planned courses are no longer listed.***

That's supposed to happen. Your worksheet shows you the courses you have already completed or are registered in. Your planned courses will only appear when you are in the Planner section of DegreeWorks, after you have generated a worksheet using the "Process New" button.

***Q: What should I do if I have suggestions for improving this feature?***

Send an email to registrar@oit.edu. Whenever you have a suggestion about how we can improve DegreeWorks or any of our services, we want to hear it.

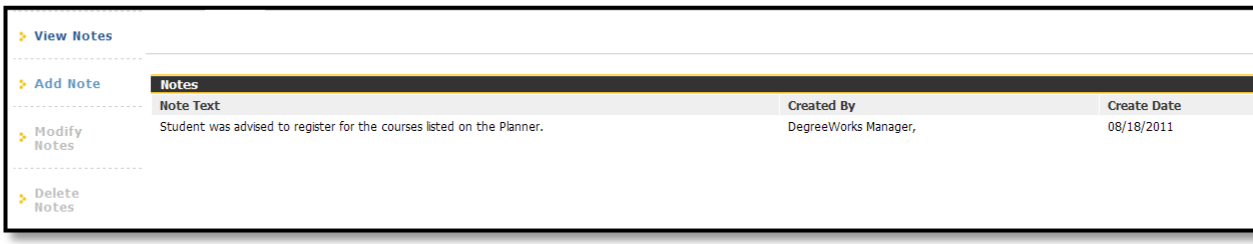
## 4. Advisor Notes

### Overview

The Notes utility allows DegreeWorks users to document academic advising on your records. These Notes are viewable on your audit in the Notes section at the bottom of the Worksheet.

### View Notes

1. Click on **View Notes** on the Notes Tab




### Advisor Notes FAQs

***Q: What if my advisor already keeps notes in my file?***

With Advising Notes, any notes you enter become a part of a student's record, and any faculty or administrative staff member who has access to DegreeWorks can view those notes. This allows any individual working with a student – including future advisors – to have a more complete understanding of the student's advising history. This also helps us work together to hold students accountable for following-through on advise they were given. In addition, because DegreeWorks is a secure, web-based product, you can easily access your advising notes from any internet connection.

***Q: I need to record more specific information on a student. Can I enter notes without using the drop-down menu?***

Not at this time. These advising notes are designed to be general in nature, and to record the basic content of an advising session. To ensure consistency, entries are limited to standardized selections from the drop-down menu. For detailed or particularly sensitive information, we recommend that you continue to keep written notes and store them in a secure location.

***Q: How did you decide what notes to include in the drop-down menu?***

Advisors from across campus were asked to share details about the topics covered during a typical advising session, as well as the types of information that they recorded afterward. These comments were consolidated and grouped into categories to form the current list. While we realize that these topics will not cover every advising situation, we believe they include the most common topics. If you have a suggestion for an item that is not listed, please send an email to DegreeWorks@oit.edu.

***Q: I often meet an advisor who is not assigned to me; can they add notes to my record?***

All faculty and advisors are encouraged to enter advising notes to your records.

# 5. Course Substitutions

## Overview

There are times when you or your advisor may want to use a course you have previously taken (at Oregon Tech or a previous college) in place of another required course. In this case and for the course to satisfy the required course in your DegreeAudit, a course substitution form is required.

Students may seek course substitution approval by completing the Course Substitution Form and obtaining the signature of the advisor and department chair the submitting it to the Registrar's Office to be approved by the University Registrar. Course substitutions for general education requirements must satisfy the same category of general education requirement. For example, a humanities course specified by the major department may be substituted for another humanities course subject to the above approvals.

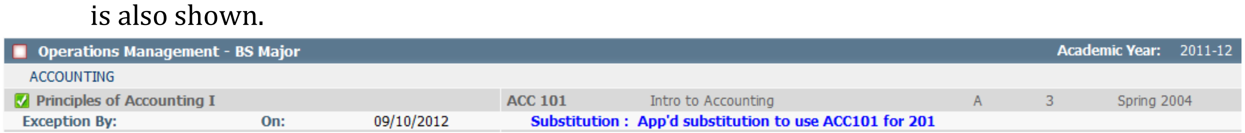
Course Substitutions are known in DegreeWorks as **Exceptions**. The Exceptions function allows the Registrar's Office to enter approved Course Substitutions directly to a student's Degree Audit in DegreeWorks and modify the requirements for degree completion.

### *Key Points*

- Exceptions are not entered until a course is in-progress or has already been completed
- All exceptions will be monitored by the Office of the Registrar on a regular basis to ensure curricular integrity and accuracy
- Exceptions will remain for a student with terms of absence, but will disappear if the student changes his/her program
- Exceptions differ from Degree Requirement Substitutions. Those are scribed directly into our DegreeWorks requirements.
- Course Substitution forms must be approved and filed **prior to or with the application for degree** in order to assure acceptability toward meeting graduation requirements.
    - If the forms are not submitted prior to or with the application, they **must be** on file in the Office of the Registrar by the Friday following the end of the term of your graduation in order for you to graduate.

### *General Information about Exceptions*

- Exceptions will show up as a white band with blue text. In addition to the description, the name of the person who processed the exception and the date the exception was processed is also shown.




- If an exception has been processed but not used in the degree audit, it will show up in the Audit Errors section at the bottom of the screen labeled as Exceptions Not Used.

- Exceptions are both student-specific and block-specific. In other words, an exception applies to a specific block used in a student degree audit. If an exception is processed in a major block for a student and that student then changes his/her major, the previous exception will no longer apply to the student's new major. If the exception was generic to any major you will need to re-apply the exception in the new major block for the student.

- Exceptions cannot be used with What-If audits. Exceptions will only appear in the exception screen and on audit reports configured to show Exceptions. By default, the Registrar's Audit report is configured to show exceptions. The text description entered with the exception will appear next to the exception on the audit report along with a time stamp indicating the name and date of the person who entered the exception.

- Exceptions on rules are tied to the rule's label. When a block is modified using Scribe the exception is placed on the correct rule as long as the original rule label can be found in the new block. Since qualifiers do not have labels, exceptions on qualifiers may become unhooked if the qualifier is changed and more than one of the type of qualifier is allowed (such as MinCredits). Exceptions on qualifiers that can only appear once (such as MinGPA, LastRes) should never become unhooked.

## Course Substitutions FAQs

***Q: Why can't I see a substitution that I submitted?***

The Exception is entered into your DegreeWorks record by the Registrar's Office when the course substitution form is received. Since the forms require multiple signatures, please allow a few days for the form to reach the Registrar's Office for approval and to be entered.

***Q: Can I enter Course Substitutions into DegreeWorks?***

No. The Course Substitution process will remain the same. Advisor and Department Chair will sign the substitution form and submit it to the Registrar's Office. The Graduation Analyst will enter the Exception into DegreeWorks.

# 6. Graduation Process

## Overview

Your DegreeWorks degree audit will keep you on the right track to graduation. You will be able to track and watch as you get close to fulfilling your degree requirements and to graduating. We want to make the graduation process simple for you and beneficial to you.

### *Graduation Analysis*

- Check DegreeWorks Degree Audit regularly. When you have about 2 terms remaining, you may submit an Application for Degree to the Registrar's Office.

- Application for Degree will be reviewed by the Graduation Analyst using the same Degree Audit that you will see in DegreeWorks along with documents in your file and Registrar's documents.

- Once your petition to graduate has been reviewed, you will receive an email to your Oregon Tech email address informing you that your Graduation Analysis has been conducted.

- You will be directed to look in the 'Notes' section of your DegreeWorks Student View Worksheet to see the status of your petition and to see outstanding items that are still needed.
  - If your petition is incomplete and items are still needed, please work with your advisor to submit the required documents.
  - If your petition to graduate is in order, you may expect to graduate after the courses indicated your petition are successfully completed.

## Important Graduation Policy

**All grade changes, removals of incompletes/in-progresses, and transfer work necessary for completion of degree requirements must be on file in the Office of the Registrar by the Friday following the end of the term of intended graduation in order for the student to graduate.**

**Academic records are sealed ninety days after the conferral of a degree: no changes to the record will be made following that date.**

## 7. New Processes

### Overview

The Registrar's Office wants our students, advisors, faculty, and every user to get the most out of DegreeWorks and use it to its fullest potential. Our goal is to keep it current, correct, and easy to understand. New processes have been and will be implemented along the way in order for us to achieve our goal. Visit [www.oit.edu/DegreeWorks](www.oit.edu/DegreeWorks) for more information.

#### *New Processes*

- **Emphasis Declaration**
  If your major is Applied Psychology, Biology (if catalog year is earlier than 2012-13), Electrical Engineering (unless taking General EE Electives), or Environmental Sciences, you are required to declare an emphasis. You may complete our Emphasis Declaration form to declare your emphasis for an accurate degree audit. This form can be found on our DegreeWorks webpage. Your emphasis will be recorded on their transcripts under your degree upon graduating.

- **Major Changes and Additions**
  You will now be permitted to change your major using our Information Update Form.
  This form will also allow you to:
    - Update catalog year,
    - Declare an emphasis
    - Declare a Dual degree
    - Declare a Minor, Specialization, and/or Certificate

- **Scribable Curriculum**
  We ask that all future degree curriculums be accurate and easily scribable for DegreeWorks. **We are not able to scribe course titles**; DegreeWorks looks at course prefix and number only. Therefore, we cannot accept courses based on titles alone.

- **Degree Requirement Substitutions (formerly Blanket Waiver)**
  Blanket Substitution Forms or Degree Requirement Substitutions are scribed directly into our DegreeWorks requirements. That is why we ask for Degree Requirement Substitutions to be very specific and include:

    - Catalog year which Degree Requirement Substitution applies

    - Specific course – Seminar 207/307/407 courses may not show up in DegreeWorks since we are not able to accurately scribe them. We will require individual substitutions when subbing Seminar courses

    - Be included in the next catalog's curriculum since Degree Requirement Substitutions only apply to the one catalog year they are submitted

- **Graduation Analysis**
  Graduation Analysis worksheets will no longer be mailed or emailed to you or your advisor. Once your petition to graduate has been reviewed, you will receive an email to your Oregon

Tech email address (cc'd to your advisor) informing you that your Graduation Analysis has been conducted.

The status of your Graduation Analysis will be recorded in the 'Notes' section of your DegreeWorks Student Worksheet (audit). You and your advisor will be directed to look there to see outstanding items needed by the Graduation Analyst.

## 8. Errors

### Overview

We have programmed 7 catalog years into DegreeWorks (2006-07 through 2012-13), and with that many years and degrees entered by hand, human error is unavoidable. We appreciate your help in bringing these errors to our attention by emailing DegreeWorks@oit.edu.

## 9. Contact Us

### Oregon Tech Office of the Registrar

Please feel free to contact us if you have any questions, concerns, or need additional training:


**Oregon Tech DegreeWorks**

**Tel:** 541.885.1307
**Email:** DegreeWorks@oit.edu

Snell Hall – Lower Level
3201 Campus Drive
Klamath Falls, Oregon 97601


You can find additional information and training material on our website at www.oit.edu/DegreeWorks.