

Degree Works

User Guidebook



Degree Works release 5.0.1

Spring 2020

Publication Information

South Louisiana Community College's academic policies, procedures, and guidelines are published annually by the academic affairs office in the college catalog.

The Degree Works functional team strives to maintain the highest standards of accuracy in all its disseminated information. For questions or comments regarding this publication, contact the following:

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Version: 1.00
Publication: 02/27/2020

Equal Opportunity and Affirmative Action Statement

South Louisiana Community College assures equal opportunity for all qualified persons without regard to race, creed, color, marital status, sexual orientation, religion, sex, age, national origin, physical or mental disability, or veteran's status in the admission to, participation in, and treatment of employment in the programs and activities of the college.

Disclaimer

Degree Works is an advising tool only. It is designed to review degree requirements beginning with the fall 2018 semester. It is not the official certification of a student's degree nor is it an official transcript. For questions regarding the accuracy of the degree audit, users should submit an issue tracker on the registrar's webpage:

www.solacc.edu/students/registrar-s-office/degree-works.

Issue tracker submissions must include the following information:

- Student name
- Student ID number
- Program
- Catalog Term
- Concern or issue

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Introduction

Mission Statement of South Louisiana Community College

The mission of South Louisiana Community College (SLCC) is to transform and enrich the lives of individuals and communities. SLCC commits to providing skills and knowledge through a dynamic learning environment where students realize their potential, compete in today's global economy and perpetuate to solve the complex problems of tomorrow.

Degree Works

Degree Works is a web-based degree audit system that monitors student progress toward degree completion. Degree Works supports academic advising, minimizes errors through consistent degree plans, supports more timely degree completion, and eventually will reduce manual degree audits.

Deans, advisers, identified administrative staff (i.e., registrar's office staff, advising office staff, etc.), and active students have access to Degree Works. The level of access is determined by the user's role.

Degree Works uses data from LoLA, including GPAs, programs, home campuses, catalog terms, earned credits (SLCC and transfer), and in-progress credits. Changes made in LoLA (e.g., changed programs and dropped courses) generally will be reflected in Degree Works within three business days.

Degree Works includes audits for degree programs beginning with the fall 2018 college catalog. Students with catalogs of spring 2018 and previous semesters must continue to complete manual degree audits.

Implementation and Maintenance

A functional team of six members began working in March 2018 on implementing Degree Works at SLCC. The team is lead by the registrar and consists of representatives from the academic advising office; the academic affairs office; the office of the dean of business, IT, and technical studies; the distance education office; and the registrar's office.

The group meets weekly to scribe (code) degree audits, to review logic rules and graduation requirements, and to develop training materials.

The following individuals were members of SLCC's initial Degree Works functional team:

- Twana Benoit, Associate Registrar
- Saul Broussard, Assistant Director of Academic Advising
- Wynde Cernich, Assistant Dean of Technical Studies
- Connie Chopin, Registrar
- Courtney Schoolmaster, Associate Dean of Academic Affairs
- Maia Smith, eLearning Coordinator

The Landing Page

The Degree Works landing page includes three areas of navigation:

- Utilities links
- Selection bar
- Audit navigation tabs

The screenshot shows the SLCC Degree Works landing page. At the top left is the SLCC logo. A dark navigation bar contains 'FAQ' and 'Print' links. Below this is a search bar with fields for 'Student ID', 'Name', 'Program', 'Major', and 'Last Audit'. A row of navigation tabs includes 'Worksheets', 'Plans', 'Notes', 'Petitions', and 'GPA Calc'. A 'What If' section is visible on the left. The main content area features a 'Legend' table and two sections: 'For students, Degree Works:' and 'For advisors, Degree Works:'. A photograph of a stone archway hallway is on the right. Three yellow callout boxes with red arrows point to the 'FAQ' link, the 'GPA Calc' tab, and the 'What If' section.

SLCC

Selection Bar

Utilities Links

Audit Navigation Tabs

Legend

✓	Complete
□	Not complete
📧	In-Progress / Preregistered
📧	Nearly complete
(T)	Transfer class
@	Any course discipline/number
*	Prerequisite required
**	Includes passed, in-progress, & pre-registered courses
*X	Transitional course

For students, Degree Works:

- 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, Degree Works:

- 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

Utilities Links

There are two links located in a menu bar at the top of the landing page:

- **FAQ.** This link directs users to a Degree Works resource page managed by LCTCS.
- **Print.** This link allows users to print the current screen being displayed.

SLCC

FAQ

Print

Selection Bar

The selection bar displays general academic information, including name, student ID number, and program. The last audit date is updated when new LoLA information is uploaded into Degree Works. Degree Works refreshes daily.

Find 	Student ID L01742040	Name Duck, Daisy	Program AGS-GENI	Major General Studies (AGS)	Last Audit 30-Dec-201'
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Audit Navigation Tabs

There are several navigation tabs located below the student information and selection bar. The number of tabs is determined by the user's role. These tabs navigate the user to the various functions of Degree Works, including the following:

- **Worksheets.** This tab opens the audit once the user selects a student. The tab includes features such as What If and Look Ahead.
- **Plans.** This tab allows users to create registration plans using a blank plan or template.
- **Notes.** This tab allows the adviser to add notes to the audit using predefined notes, free text, or a combination of both. Notes are available either to the student and faculty/staff or only to faculty/staff.
- **Petitions.** This tab allows advisers and other identified users to request that a specific course requirement be waived or be substituted for another course.
- **GPA Calc.** This tab allows users to project a GPA for graduation or for a specific term.



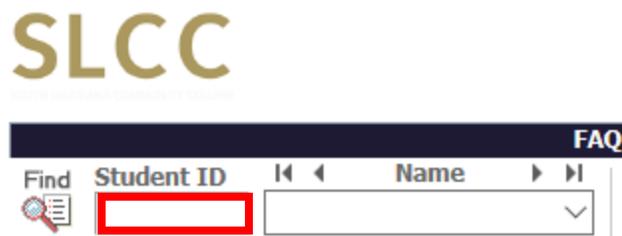
Selecting a Student

Advisers can select individual students or groups/batches of students in order to review audits.

Individual Student

To select a single student's audit, complete the following steps:

1. Enter the student's ID number in the student ID box on the selection bar.
2. Press the enter key.



Group/Batch of Students

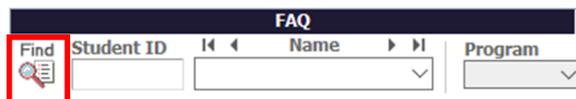
To select a group or batch of students (e.g., all criminal justice students), complete the following steps:

1. Click the Find icon near the student ID box on the selection bar.
2. Select criteria on the Find Students page, including program, major, academic standing, catalog term, degree, and campus.
3. Click the Search button.

1

Click **Find**

SLCC



2

Select Criteria

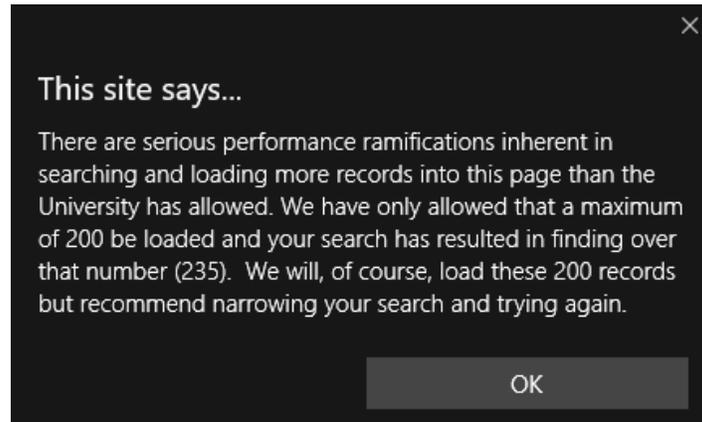
The screenshot shows the 'Find Students' page. It has a header with 'Find Students' and a 'Find' icon. Below the header are input fields for 'Student ID', 'First Name', and 'Last Name'. There are several dropdown menus for 'Program' (highlighted with a red box), 'Major', 'Academic Standing', 'Catalog Term', 'Degree', and 'Campus'. At the bottom, there is a 'Chosen Repeatable Search Criteria' section with a text area and a 'Remove' button. A 'Search' button (highlighted with a red box) and a 'Clear' button are at the bottom left. A red arrow points from the 'Select Criteria' instruction to the 'Program' dropdown menu.

3

Click **Search**

Group/Batch of Students, cont'd

If your search delivers over 200 results, a warning message will display. Click the OK button to acknowledge.



A list of students will display in the lower portion of the screen.

1. Use the scroll bar on the right side of the screen to review results.
2. Uncheck students to remove any from the list, if applicable.
3. Click the OK button to load students into Degree Works and return to the Worksheets tab.

1 Scroll to review results.

2 Uncheck students to remove from list.

3 Click OK to load students into Degree Works.

ID	Name	Program	Major
<input checked="" type="checkbox"/> L014359	Student, Jane	AALT-AALT	AA Louisiana Transfer
<input checked="" type="checkbox"/> L018491	Student, Janet	AALT-AALT	AA Louisiana Transfer
<input checked="" type="checkbox"/> L015688	Student, Jerome	AALT-AALT	AA Louisiana Transfer

OK Cancel

Check All Uncheck All

The Worksheets Tab

The Worksheets tab allows users to view audits. The Worksheets tab is the default view after the user selects a student.

Format Options

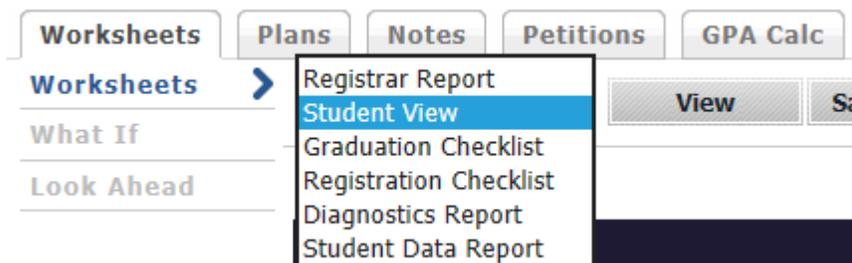
Degree Works offers several format options for viewing audits. The Student View format is the default view for all users.

- **Registrar Report.** This format displays a summary of the scribing—programming—that Degree Works uses to audit the student’s record.
- **Student View.** This format displays graduation requirements, course options and advice to complete them, and completion status of graduation requirements (e.g., completed, in-progress, and not completed).
- **Graduation Checklist.** This format removes all course options and advice, displaying a streamlined list of graduation requirements and their completion status.
- **Registration Checklist.** This format only displays requirements that are missing in order to complete the degree.
- **Diagnostics Report.** This format displays the programming logic and hierarchy that Degree Works uses to assign courses to fulfill specific graduation requirements.
- **Student Data Report.** This format displays the enrollment details from LoLA, including the student’s major, program, home campus, catalog term, placement test scores, and previously earned credentials or degrees.

NOTE: Students have access only to the Student View, Graduation Checklist, and Registration Checklist.

Users can change the format of the audit they view by completing the following steps:

- Select an option from the Format drop-down menu.
- Click the View button.



The Student View Format

The Student View format displays information about completed, in-progress, and remaining degree requirements. All requirements are grouped into blocks. These blocks are preceded by a Student View box and Degree Progress bars.

Student View Box and Degree Progress Bars

The Student View box displays basic academic information about the selected student including student ID number, adviser, overall (cumulative) GPA, degree, major/program, and home campus. All information is uploaded from the student’s academic record in LoLA.

Student View Box and Degree Progress Bars, cont'd

There are two Degree Progress bars located under the Student View box—a requirements bar and a credits bar.

- **Requirements bar.** This graphic calculates the percentage of degree requirements that the student has either completed or is in progress to complete.
- **Credits bar.** This graphic calculates the percentage of credits applied towards the degree's total credits. The calculation includes both completed and in progress credits.

South Louisiana Comm College Degree Works

Student View			
Student	Duck, Daisy	Degree	AGS Associate of Gen Studies
ID	L01742040	Major/Program	General Studies (AGS)
Advisor		Concentration	
Overall GPA	3.258	Campus	QA Lafayette Campus - AGS Associate of Gen Studies

Degree Progress



Legend

A legend identifying all symbols used in the audit is displayed both on the left side of the worksheet and below the final degree block.

Symbol



Complete



Not complete



In-Progress / Preregistered



Nearly complete



(T) Transfer class



@ Any course discipline/number



*** Prerequisite required**



**** Includes passed, in-progress, & pre-registered courses**



***X Transitional course**

Meaning

The requirement is complete.

The requirement is not complete.

The requirement will be complete if the in-progress class is completed satisfactorily.

The requirement has been completed, but additional requirements have not been met.

The class was transferred from another institution.

The requirement may be completed by any course from a specified discipline. For example, "ARTS@" indicates that any course with the ARTS prefix will fulfill the requirement (i.e., ARTS 1100, ARTS 1200, ARTS 1210, etc.)

The indicated course includes a prerequisite.

The calculation includes satisfactorily completed, in-progress (current term), and preregistered (next term) courses.

The course does not have a direct or transferrable equivalent at SLCC.

Block Headers for the Audit

The Worksheet is composed of blocks that indicate the various requirements for degree completion, as well as the student's completion status.

- Degree block
- Program block
- Major block
- General education block
- Elective block

Degree Block

The Degree block includes the student's program, as well as the catalog term on which the audit is based.

 AGS in General Studies

Catalog Term: 2019 Fall

Program Block

The Program block includes the total credits required for degree completion, the minimum GPA requirements for degree completion, and the minimum number of residential (i.e., SLCC) credits required for degree completion. The student's program GPA and total number of credits applied to the degree will display in the header bar.

 Program Requirements: AGS in General Studies

Catalog Term: 2019 Fall Credits Required: 60

Program GPA: 0.000 **Credits Applied: 0

Major Block

The Major block includes the total credits required for the major and the minimum number of residential (i.e., SLCC) credits required for the major. The student's total number of credits applied to the major will display in the header bar.

 Major in General Studies

Catalog Term: 2019 Fall Credits Required: 60

**Credits Applied: 15

General Education Block

The General Education block includes all general education requirements for the program, if applicable. The student's total number of credits applied to general education requirements will display in the header bar. Technical programs do not require general education courses. Audits for these programs will not include general education blocks.

 General Education Requirements

Catalog Term: 2019 Fall Credits Required: 27

**Credits Applied: 12

Elective Block

The elective block includes all required credits that do not fulfill either general education or major requirements. These credits do, however, apply to the total credits required for the degree. These credits are often referenced as "free electives" or "general electives." The student's total number of credits applied to elective requirements will display in the header bar. Technical programs generally do not require elective courses. Audits for these programs may not include elective blocks.

 General Studies Elective Requirements

Catalog Term: 2019 Fall Credits Required: 33

**Credits Applied: 3

Block Headers for Inapplicable Credits

Credits that are inapplicable or insufficient are displayed below the audit. Based on the programming logic of Degree Works, inapplicable or insufficient credits will be grouped into blocks, including the following. These blocks only display if the student has completed credits that do not meet degree requirements.

- **Non-Program Courses.** These generally include courses that are not applicable to the student's program.
- **Insufficient.** These generally include courses from which the student has withdrawn or in which the student earned unsatisfactory grades.
- **Not Counted.** These generally include remedial credits and repeated courses.

Block Header for In-progress and Preregistered Credits

In addition to being included in the audit, courses in which students are currently enrolled (in-progress courses) and courses in which students are registered during subsequent semesters (preregistered courses) are displayed below the audit. All in-progress and preregistered courses display grades of IP (in progress). This In-Progress block only displays if students have in-progress or preregistered courses.

In-progress		Credits Applied: 7		Classes Applied: 3
BIOL 2032	Human Anat & Phys II	IP	3	Spring 2020
BIOL 2033	Human Anat & Phys II Lab	IP	1	Spring 2020
MATH 2020	Introductory Statistics	IP	3	Spring 2020

Notes Block

The Notes block includes notes added to the audit by advisers and other administrative users. This block only displays if the student has notes entered on the Notes tab.

View Notes		
Note Text	Created By	Create Date
Advised on course selection.	Broussard, Saul J	26-Feb-2020

Disclaimer

The disclaimer displays at the bottom of the Student View format.

Disclaimer

Use this degree audit as a guide when planning your progress toward completing the above requirements. Contact your academic advisor for assistance in interpreting this report. This audit is not your academic transcript. This audit is not official notification of degree completion, nor does it serve as an application for graduation. Contact the registrar's office to apply for graduation or to request a copy of your academic transcript.

Reading the Audit

Complete Requirements

All requirements "Completed" on the audit will display with a green check box. The requirement displays on the left side of the screen and the completed course, grade, credit total, and completion term display on the right.

<input checked="" type="checkbox"/> Rhetoric & Composition	ENGL 1010	Rhetoric & Composition	TC	3	Fall 2009
	Satisfied by	ENGL101 - Rhetoric and Composition - Univ of Louisiana - Lafayette			
<input checked="" type="checkbox"/> Composition and Critical Thought	ENGL 1020	Composition & Critical Thought	C	3	Fall 2018



Still Needed Courses

Any requirement "Not Completed" on the audit will display with an open red box. The requirement displays on the left side of the screen and advice for fulfilling the requirement displays on the right.

<input type="checkbox"/> Social/Behavioral Science Elective	Still Needed:	6 Credits in ANTH 1000:2999 or CJUS 1000:2999 or ECON 1000:2999 or GEOG 1000:2999 or POLI 1000:2999 or PSYC 1000:2999 or SOCI 1000:2999
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All courses and discipline ranges (e.g., ANTH 1000:2999) are hyperlinked to the current SLCC college catalog. Click any hyperlink to open a pop-up box which includes course descriptions, as well as any schedule details which might exist.

ANTH 1010	3 Credits	Intro to Anthropology	Print		
<p>This course is an examination for the four subfields that make up anthropology. The student will learn basic concepts that make up physical, archaeological, linguistic, and cultural anthropology. The course will focus on how anthropologists study humanity and the human condition. Importance is placed on elements of human evolution, functions of culture, and the methodology anthropologist employ in their work. Equivalent to CATR 1013 Introduction to anthropology. Overview of cultural, linguistic, biological and archeological sub-fields, including theory, evidence, and applied perspectives. Pre- and/or Co-requisites: Pre-requisite(s): None Concurrency: None Co-requisite(s): None</p>					
Sections:	Term	Crn	Section	Seats Open	Meeting Times
	Fall 2020	11242	L01	30 (out of 30)	Tu Th 08:00 - 10:30

NOTE: Students cannot register for classes in Degree Works. Students must register through LoLA's Self Service Registration links during the student's applicable registration period.

In-progress/Preregistered Requirements

All courses in which the student is enrolled (current semester) and all courses in which the student is registered for subsequent terms will display with a blue box. The requirements display on the left side of the screen and the enrolled or registered course displays on the right.

<input type="checkbox"/> Natural/Physical Science Elective	BIOL 2017	Survey of Human Anat & Phys	IP	(4)	Spring 2020
	BIOL 2042	Human Nutrition	IP	(3)	Spring 2020



The Graduation Checklist Format

The Graduation Checklist format displays information about completed, in-progress, and remaining degree requirements. Unlike the Student View format, the Graduation Checklist does not include course choices or advice for completing these requirements. All requirements are grouped into blocks.

AGS in General Studies		Catalog Term:	2019 Fall
<input type="checkbox"/> Program Requirements: AGS in General Studies Blocks included in this block Program Requirements: AGS in General Studies Major in General Studies General Education Requirements General Studies Elective Requirements			
<input type="checkbox"/> Program Requirements: AGS in General Studies		Catalog Term:	2019 Fall
		Credits Required:	60
		Program GPA:	2.577
		**Credits Applied:	45
<input type="checkbox"/> Minimum 60 Credits	Still Needed:	You currently have 45 credit(s) including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 15 additional credit(s) and all graduation requirements.	
<input checked="" type="checkbox"/> Program GPA Requirement (minimum 2.0 required)			
<input checked="" type="checkbox"/> Minimum 15 Credits earned at SLCC			
<input type="checkbox"/> Program Requirements Blocks included in this block Major in General Studies			
<input type="checkbox"/> Major in General Studies		Catalog Term:	2019 Fall
		Credits Required:	60
		**Credits Applied:	45
<input type="checkbox"/> Minimum Major Credit Hours Required	Still Needed:	60 credits are required. You currently have 45; you still need 15 credit(s).	
<input checked="" type="checkbox"/> Minimum 15 Credits earned at SLCC			
<input checked="" type="checkbox"/> General Education Requirements			
<input type="checkbox"/> General Studies Elective Requirements Blocks included in this block General Education Requirements General Studies Elective Requirements			
<input checked="" type="checkbox"/> General Education Requirements		Catalog Term:	2019 Fall
		Credits Required:	27
		**Credits Applied:	27
<input checked="" type="checkbox"/> Minimum General Education Credit Hours Required			
<input checked="" type="checkbox"/> College Algebra	MATH 1105		
<input checked="" type="checkbox"/> Rhetoric & Composition	ENGL 1010		
<input checked="" type="checkbox"/> Composition and Critical Thought	ENGL 1020		
<input checked="" type="checkbox"/> Social/Behavioral Science Elective	PSYC 2010, PSYC 2080		
<input checked="" type="checkbox"/> Humanities Elective	HIST 2100		
<input checked="" type="checkbox"/> Natural/Physical Science Elective	BIOL 1001, BIOL 2022, BIOL 2023, BIOL 2033		
<input checked="" type="checkbox"/> Fine Arts Elective	MUSC 1020		
<input type="checkbox"/> General Studies Elective Requirements		Catalog Term:	2019 Fall
		Credits Required:	33
		**Credits Applied:	18
<input type="checkbox"/> Minimum Elective Credit Hours Required	Still Needed:	33 credits are required. You currently have 18; you still need 15 credit(s).	
<input checked="" type="checkbox"/> GENERAL EDUCATION ELECTIVES	MATH 2020		
<input type="checkbox"/> ELECTIVES	BIOL 2032, CCFS 1003, BIOL 1010, GBUS 1010, MCIS 1005		
<input checked="" type="checkbox"/> Note: Highest Elective Grades			
Insufficient		Credits Applied:	0
BIOL 1010, BIOL 2022, BIOL 2023, BIOL 2032, BIOL 2033, MCIS 1005		Classes Applied:	6
Not Counted		Credits Applied:	9
BIOL 1000, LFE0083, LFMA 0083		Classes Applied:	3

Legend

<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> In-Progress/Preregistered	(T) Transfer class
<input type="checkbox"/> Not complete	<input type="checkbox"/> Nearly complete	@ Any course discipline/number
* Prerequisite required	** Includes passed, in-progress, & pre-registered courses	*X Transitional course

Class History

The Class History link displays below and to the right of the audit navigation tabs. Class History is not an audit, but a brief summary of all credits—SLCC and transfer—that are included on the audit.

The screenshot shows a navigation bar with tabs for Worksheets, Plans, Notes, Petitions, and GPA Calc. Below the Worksheets tab, there is a 'Format:' dropdown menu set to 'Student View', and buttons for 'View' and 'Save as PDF'. The 'Class History' link is highlighted with a red box.

Clicking the Class History link will open a pop-up box with class history listed in chronological order by term. This is not an official transcript.

- Students can print unofficial transcripts in LoLA.
- Students can order official transcripts on the registrar's webpage.

South Louisiana Comm College Degree Works

Class History

Student	Duck, Daisy	Degree	AGS Associate of Gen Studies
ID	L01742040	Major	General Studies (AGS)
Advisor		Concentration	
Overall GPA	0.000	Campus	QA Lafayette Campus - AGS Associate of Gen Studies

Disclaimer

This is not an official university transcript. Courses which are in progress will also be included in your Class History.

Summer 2015

LFEN	0083	Foundations of Literacy	B	3
MUSC	1020	History of Rock	B	3
PSYC	2010	Introduction to Psychology	A	3

Fall 2015

CCFS	1003	College & Career Found Seminar	A	3
ENGL	1010	Rhetoric & Composition	A	3
HIST	2100	Louisiana History	B	3
LFMA	0083	Algebraic Foundations	B	3

Spring 2016

BIOL	1000	Intro to Biology I	C	3
BIOL	1001	Intro to Biology I Lab	B	1
ENGL	1020	Composition & Critical Thought	C	3
MATH	1105	College Algebra	B	3
PSYC	2080	Developmental Psychology	C	3

The Registration Checklist Format

The Registration Checklist format only displays graduation requirements that are still needed for degree completion. All requirements are grouped into blocks.

All courses and discipline ranges (e.g., ANTH 1000:2999) are hyperlinked to the current SLCC college catalog. Click any hyperlink to open a pop-up box which includes course descriptions, as well as any schedule details which might exist.

South Louisiana Comm College Degree Works

AGS in General Studies		Catalog Year: 2019 Fall	
Still Needed: See Program Requirements: AGS in General Studies section			
Program Requirements: AGS in General Studies		Catalog Year: 2019 Fall	Credits Required: 60
		GPA: 2.600	Credits Applied: 15
Still Needed: See Major in General Studies section			
Major in General Studies		Catalog Year: 2019 Fall	Credits Required: 60
		GPA: 2.600	Credits Applied: 15
Still Needed: See General Education Requirements section			
Still Needed: See General Studies Elective Requirements section			
General Education Requirements			
Still Needed: 3 Credits in ANTH 1000:2999 or CJUS 1000:2999 or ECON 1000:2999 or GEOG 1000:2999 or POLI 1000:2999 or PSYC 1000:2999 or SOC 1000:2999			
Still Needed: Choose from 1 of the following: (3 Credits in HIST 1000:2999 or ENGL 2000:2999 <u>Except</u> ENGL 2045* or 2070*) or (3 Credits in CMCN 1000:2999 <u>Except</u> CMCN 1170 or 1270 or 2145)			
Still Needed: 6 Credits in BIOL 1000:2999 or CHEM 1000:2999 or ENSC 1000:2999 or GEOL 1000:2999 or PHSC 1000:2999 or PHYS 1000:2999			
Still Needed: 3 Credits in ARTS 1000:2999 or MUSC 1000:2999 or THEA 1000:2999 <u>Except</u> ARTS 2000			
General Studies Elective Requirements			
Still Needed: 3 Credits in ANTH 1000:2999 or ARTS 1000:2999 or BIOL 1000:2999 or CHEM 1000:2999 or CJUS 1000:2999 or CMCN 1000:2999 or ECON 1000:2999 or ENGL 2000:2999 or ENSC 1000:2999 or GEOG 1000:2999 or GEOL 1000:2999 or HIST 1000:2999 or MATH 1000:2999 or MUSC 1000:2999 or POLI 1000:2999 or PHSC 1000:2999 or PHYS 1000:2999 or PSYC 1000:2999 or SOC 1000:2999 or THEA 1000:2999 <u>Except</u> CMCN 1170 or 1270 or 2145 or ENGL 2045* or 2070*			
Still Needed: 27 Credits in ACCT 1000:2999 or ANTH 1000:2999 or ARTS 1000:2999 or BIOL 1000:2999 or CHEM 1000:2999 or CJUS 1000:2999 or CORR 1000:2999 or CMCN 1000:2999 or ECON 1000:2999 or ENGL 2000:2999 or ENSC 1000:2999 or FREN 1000:2999 or GBUS 1000:2999 or GEOG 1000:2999 or GEOL 1000:2999 or HIST 1000:2999 or HLSC 1000:2999 or INTC 1000:2999 or MATH 1000:2999 or MCIS 1000:2999 or MUSC 1000:2999 or POLI 1000:2999 or PHSC 1000:2999 or PHYS 1000:2999 or PSYC 1000:2999 or SFSE 1000:2999 or SPAN 1000:2999 or SPCH 1000:2999 or SOC 1000:2999 or THEA 1000:2999 <u>Except</u> ACCT 1100 or 1200*			

NOTE: Students cannot register for classes in Degree Works. Students must register through LoLA's Self Service Registration links during the student's applicable registration period.

What If

The What If feature on the Worksheets tab allows users to view how progress to degree completion changes with a new program or catalog. Users click the What If link located under the Worksheets tab to access this feature.

Worksheets Plans Notes Petitions GPA Calc

Worksheets

What If ▶

Look Ahead

Format: Student View create PDF Include in-progress classes Include preregistered classes

Select your primary area of study

Catalog Term: 2019 Fall

Program: AGS Associate of Gen Studies Major: General Studies (AGS)

College: Undeclared

Choose Your Future Classes

Enter a course and click Add Course

Subject: Number: Add Course

Courses you are considering

Remove Course

In this example, the user is a general studies student.

Legend

- Complete
- Not complete
- In-Progress / Preregistered
- Nearly complete
- (T) Transfer class
- @ Any course discipline/number
- * Prerequisite required
- ** Includes passed, in-progress, & pre-registered courses
- *X Transitional course

Selecting Primary Criteria

In the primary area of study block, users can adjust the catalog term and the program.

- Select an option from the Catalog Term drop-down menu, if applicable.
- Select an option from the Program drop-down menu, if applicable.
- Click the Process What-if button.
- **NOTE:** Once the user selects an option from the Program drop-down menu, the Program and College drop-down menus will auto-populate.

Format: Student View create PDF Include in-progress classes Include preregistered classes

Select your primary area of study

Catalog Term: 2019 Fall

Program: AS Business Major: Business (AS)

College: Business & Info Technology

Choose Your Future Classes

Enter a course and click Add Course

Subject: Number: Add Course

Courses you are considering

Remove Course

In this example, the user is selecting to see how credits will apply to the business program.

Look Ahead

The Look Ahead feature on the Worksheets tab allows users to view how courses being considered for the current program apply to degree requirements. Users click the Look Ahead link located under the Worksheets tab to access this feature.

Worksheets Plans Notes Petitions GPA Calc

Worksheets
What If
 Look Ahead

Format: Student View Include in-progress classes
 Include preregistered classes

Look Ahead

To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.

Enter a course and click Add Course

Subject
 Number

Courses you are considering

Legend

- Complete
- Not complete
- In-Progress / Preregistered
- Nearly complete
- (T) Transfer class
- @ Any course discipline/number
- * Prerequisite required
- ** Includes passed, in-progress, & pre-registered courses
- *X Transitional course

Adding Future Classes to the Audit

In the Look Ahead block, users can add classes intended for future semesters to view how they will apply to the audit (i.e., current degree requirements).

- Enter a subject code in the Subject box (e.g., “ENGL”).
- Enter a number code in the Number box (e.g., “1010”).
- Click the Add Course button.
- Repeat this process until all desired classes have been entered.
- Click the Process New button.

Adding Future Classes to the Audit, cont'd

Format:
 Student View Include in-progress classes
 Include preregistered classes

Look Ahead
 To see an audit **SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS**, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.

Enter a course and click Add Course

Subject
 Number

Courses you are considering
 ENGL 1020
 PSYC 2010

1 In this example, the user is adding ENGL 1020 and PSYC 2010 to future classes.

2 The Process New button is highlighted.

3 ENGL 1010 and PSYC 2010 will display in the "Courses you are considering" box.

Reading the Audit with Future Classes

The courses in the "Courses you are considering" box on the Look Ahead screen will display on the audit in blue. Additionally, the future classes will display below the audit in the In-progress box.

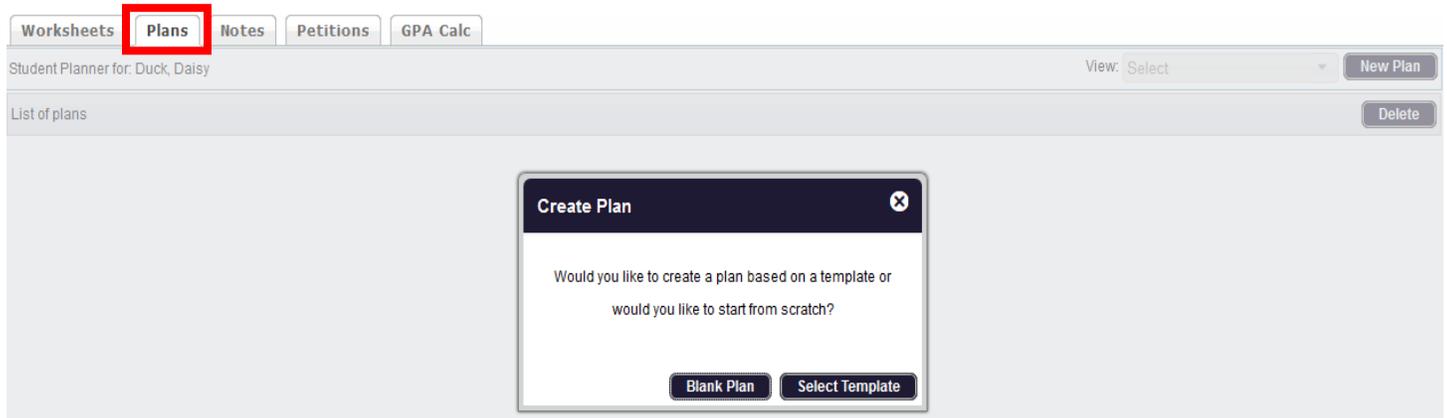
- Grades for these future classes will be indicated by "PLAN."
- Credits for these classes will be indicated in parenthesis (e.g., "(3)" for a three-credit course).
- Semesters for these classes will be indicated by "Planned Term."
- **NOTE:** If any of these classes display below the audit in the Non-Program Courses or Not Counted boxes, they will not apply to degree requirements.

<input checked="" type="checkbox"/> Composition and Critical Thought	ENGL 1020	Composition & Critical Thought	PLAN	(3)	Planned Term
	PSYC 2010	Introduction to Psychology	PLAN	(3)	Planned Term
<input type="checkbox"/> Social/Behavioral Science Elective	Still Needed:	3 Credits in ANTH 1000:2999 or CJUS 1000:2999 or ECON 1000:2999 or GEOG 1000:2999 or POLI 1000:2999 or PSYC 1000:2999 or SOCI 1000:2999			

The Plans Tab

The Plans tab allows users to create semester plans of future courses. The tab includes suggested courses the student should take for either a single semester or a series of semesters. Plans can be created from a blank slate with the user selecting all desired courses or from a template that will auto-populate courses which can then be altered by the user.

NOTE: While the Plans tab is currently active, SLCC is not currently using this function. The Plans function will be added at a later time with accompanying training materials.



The Notes Tab

The Notes tab allows users to view and add notes to the audit using predefined text. **Notes are viewable to all users.** To access the Notes screen, click Notes in the audit navigation tabs.



Viewing Notes

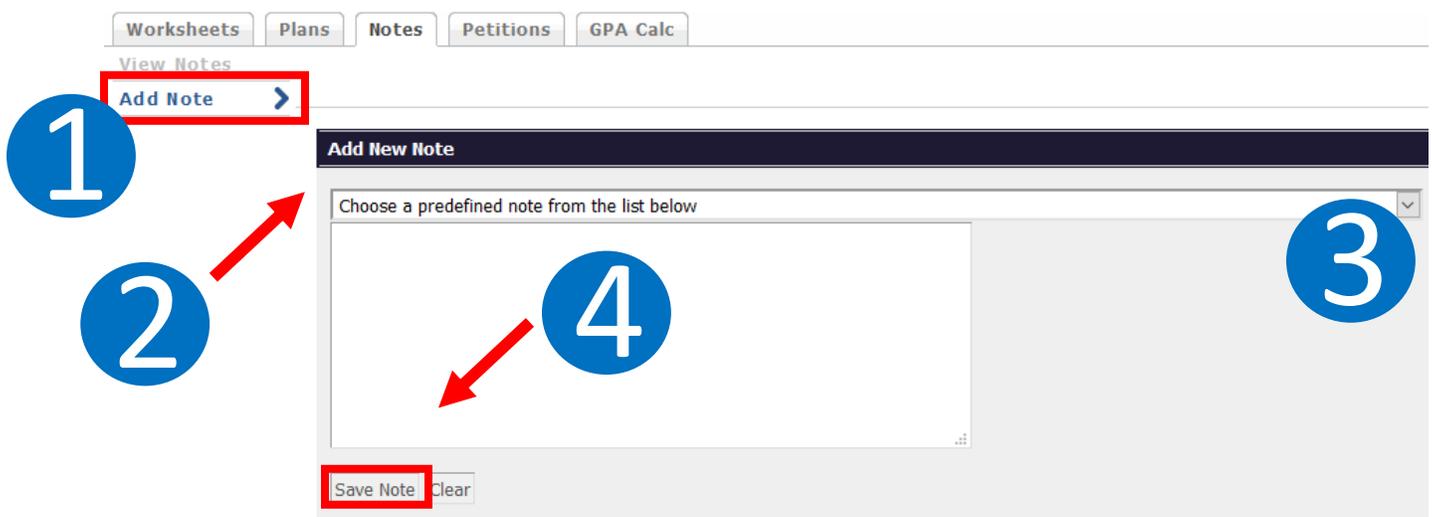
The View Notes screen is the default view for all users. This screen allows users to view all notes on the student's audit. Each entry includes the text of the note, the name of the note's creator, and the date on which the note was created. Notes also will appear below the audit in a Notes section.

View Notes		
Note Text	Created By	Create Date
Advised on course selection.	Broussard, Saul J	26-Feb-2020

Adding Notes

The Add Notes screen allows users to add notes to the audit using predefined text. To add a note, complete the following steps:

1. Click Add Notes on the Notes tab.
2. Select a predefined note from the drop-down menu.
3. To add an additional note, click inside the text box. Select another predefined note from the drop-down menu.
4. Click the Save Note button.
5. **NOTE:** Notes cannot be deleted by their creators. Submit a Degree Works issue tracker for assistance. (See "Disclaimer" section for further details.)



The Petitions Tab

The Petitions tab allows designated advisers and designated administrators to view and request degree requirement substitutions. For example, an adviser might request that a transferred philosophy course (e.g., PHIL 1XXX) be applied to a student's humanities requirement.

The registrar's office will apply approved petitions to the student's audit.

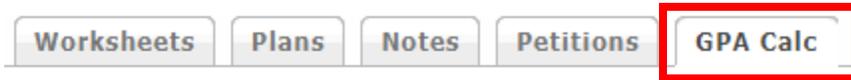
NOTE: While the Petitions tab is currently active, SLCC is not currently using this function. Petition submissions, reviews, and approvals will be added at a later time with accompanying training materials.



The screenshot displays a navigation menu with five tabs: Worksheets, Plans, Notes, Petitions, and GPA Calc. The Petitions tab is highlighted with a red rectangular border. Below the tabs, there are two main options: "View Petitions" with a right-pointing arrow and "Add Petition". Underneath these options, there are five horizontal bars, each containing a status message: "View Petitions for Exceptions", "No Petitions Awaiting Approval", "No Petitions Approved", "No Petitions Applied as Exceptions", and "No Petitions Rejected".

The GPA Calculator Tab

The GPA Calculator tab allows users to identify possible paths to earn their desired GPAs. To access the GPA Calculator screen, click GPA Calc in the audit navigation tabs.



Graduation Calculator

The Graduation Calculator screen is the default view for all users. This calculator can be used to estimate a student's potential graduation GPA (i.e., final cumulative GPA) by using the following information:

- Current cumulative GPA (pre-populated from LoLA)
- Remaining credits for degree completion
- Total credits required for degree completion
- The student's desired final cumulative GPA

After the user has entered all data and clicked the Calculate button, Degree Works will display what is necessary in order to earn the desired GPA.

In the example below, the student has earned a current cumulative GPA of 2.078. The student has 21 credits remaining to earn a general studies degree (AGS-GENN) and wants to earn a final cumulative GPA of 2.500.

This is only an estimated GPA. Your official GPA appears on your academic transcript.

Current GPA	2.078
Credits Remaining	21
Credits Required	60
Desired GPA	2.500

1

Calculate

Degree Works delivered the following results:

2

Current GPA	2.078
Credits Remaining	21
Credits Required	60
Desired GPA	2.500

You need to average a 3.283 over your final 21 Credits to graduate with your desired GPA.

Recalculate

Term Calculator

The Term Calculator can be used to estimate how potential grades in current classes will impact the student’s cumulative GPA.

Degree Works will pre-populate the screen with the student’s current schedule and the credits for each class. After the user has entered potential grades for each course and clicked the Calculate button, Degree Works will display a potential cumulative GPA.

In the example below, the student has earned a cumulative GPA of 2.406. The student has earned 24 credits and is currently registered for four classes: ENGL 1020, GEOL 1030, HIST 2010, and MATH 1105. The student anticipates earning 2 As, 1 B, and 1 C.

Worksheets
Plans
Notes
Petitions
GPA Calc

Graduation Calculator

Term Calculator >

Advice Calculator

This is only an estimated GPA. Your official GPA appears on your academic transcript.

Current GPA

Credits Earned So Far

2.406

24

1

	Credits	Grade
ENGL 1020	3	B [3.000] v
GEOL 1030	3	A [4.000] v
HIST 2010	3	C [2.000] v
MATH 1105	3	A [4.000] v
Class 5		A [4.000] v
Class 6		A [4.000] v
Class 7		A [4.000] v
Class 8		A [4.000] v
Class 9		A [4.000] v
Class 10		A [4.000] v

Calculate

Degree Works delivered the following results:

Current GPA 2.406
 Credits Earned So Far 24

Class	Credits	Grade	
ENGL 1020	3	B	3.000
GEOL 1030	3	A	4.000
HIST 2010	3	C	2.000
MATH 1105	3	A	4.000

Calculated GPA

2



2.687

By achieving the grades listed here, your GPA at the end of the term will be 2.687

Recalculate

Advice Calculator

The Advice Calculator can be used to estimate the number of credits required to earn a prospective GPA by using the following information:

- Current cumulative GPA (pre-populated from LoLA)
- Total credits earned (pre-populated from LoLA)
- The student’s desired GPA

After the user has entered all data and clicked the Calculate button, Degree Works will display the total number of credits required in order to earn the desired GPA.

In the example below, the student has completed 24 credits and earned a current cumulative GPA of 2.406. The student wants to earn a cumulative GPA of 3.000.

The screenshot shows the 'GPA Calc' tab selected in a navigation bar. On the left, there are links for 'Graduation Calculator', 'Term Calculator', and 'Advice Calculator' (with a right-pointing arrow). The main area contains a blue circle with the number '1' and a table of input fields:

Current GPA	2.406
Credits Earned	24
Desired GPA	3.000

Below the table is a 'Calculate' button, which is highlighted with a red box. A red arrow points from the 'Calculate' button to the '1' in the blue circle.

This is only an estimated GPA. Your official GPA appears on your academic transcript.

Degree Works delivered the following results:

The screenshot shows the 'GPA Calc' tab selected. On the left, there are links for 'Graduation Calculator', 'Term Calculator', and 'Advice Calculator' (with a right-pointing arrow). The main area displays the results:

Current GPA	2.406
Credits Earned	24
Desired GPA	3.000

Below the table, it says: **To achieve your desired GPA, you need one of the following:**

15 Credits at 4.000 (A) grade average

Note: Results that would require you to take more than 150 Credits have been omitted.

At the bottom right, there is a 'Recalculate' button. A blue circle with the number '2' is next to it, and a red arrow points from the 'Recalculate' button to the '2'.

NOTE: If the student’s desired GPA is unrealistic, Degree Works will display the following message:

Error: Achieving your desired GPA is not possible or not realistic. It would require too many Credits

Recalculate

Questions

The Degree Works functional team provides the following resources to assist users:

Webpage

Visit us at www.solacc.edu/students/registrar-s-office/degree-works.

Videos

Our team designed several brief informational and tutorial videos. All are linked on our webpage.

FAQs

Our team compiled frequently asked questions to provide basic familiarity with Degree Works.

Guidebook

Our team designed this guidebook to include an overview of the basic functionality of Degree Works. We've uploaded a PDF version on our webpage.

Troubleshooting Form

Submit your questions about specific student issues using our Degree Works Issue Tracker. We've linked the form on our webpage.

Disclaimer

Degree Works is an advising tool only. It is designed to review degree requirements beginning with the fall 2018 semester. It is not the official certification of a student's degree nor is it an official transcript. For questions regarding the accuracy of the degree audit, users should submit an issue tracker on the registrar's webpage:

www.solacc.edu/students/registrar-s-office/degree-works.

Issue tracker submissions must include the following information:

- Student name
- Student ID number
- Program
- Catalog Term
- Concern or issue