

NEW DEGREE WORKS

RESPONSIVE DASHBOARD

FACULTY AND STAFF GUIDE

2021-2022



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Introduction

Degree Works, the Degree Audit System has been upgraded. The upgrade includes new features for faculty/staff to view a student's academic progress. This new responsive dashboard version has a mobile friendly dashboard with a fresh and clean look. This adaptable format displays appropriately across different devices and is ADA compliant for accessibility.

Degree Works is an audit and planning tool with two parts:

- The Worksheet (also referred to as audit: What courses must be completed for a student to graduate.
- The Plan: When a student should take the courses.

How to Access Degree Works

1. Log into [Vulcan Information Portal \(VIP\)](#)
2. Select the home tab
3. In Launchpad channel, select **Degree Works**

The screenshot displays the VIP dashboard interface. At the top, there is a red header bar with the VIP logo, a search bar, and user information for Amanda Rbaibi. Below the header is a navigation bar with tabs: Home, Faculty Info, Academic Tools, and Starfish. The main content area is divided into three columns. The left column contains a 'QuickLaunch' section with a 'LAUNCHPAD' menu. In this menu, 'Degree Works' is highlighted with a red arrow. The middle column features a 'Banner Self-Service' section with a 'Banner Self-Service' link and a 'Refresh Data' button. Below this is an 'Important Notification' section with text regarding Cal U's participation in federal programs and a signature from Dr. Tracey Sheetz. The right column displays 'Cal U News' with a list of recent news items. The footer of the dashboard includes the text 'Powered By LookingGlass | Copyright 2021' and several accreditation logos (WSC, WATA, WCAAG).

How to Search For A Student

Degree Works worksheet will open up in a new window. If it does not, please check to be sure your pop-up blockers are off and try again. There are two ways to search for a student:

1. Enter student ID number and click enter.

Worksheets

Student ID
C11010352

×

[Advanced search](#)

2. Select advanced search and enter the student's first and last name. Then select search.

Find Students

Student ID

First/middle name

Last name

Curriculum

Degree

Classification

Catalog year

Major (0/289)

Minor (0/89)

Concentration (0/251)

Clear

CANCEL

SEARCH

Uncheck the box next to ID to unselect all the students' names. Then select the student names you are searching for and click select.

Find Students

Student ID

First/middle name
herb

Last name
herb

Curriculum

Clear

CANCEL

SEARCH

Students found: 2

<input checked="" type="checkbox"/>	ID	Name ↑	Degree	Major	Level	Classification
<input checked="" type="checkbox"/>	C11096072	Herb, Not just another herb	BS	UG - Criminal Justice (5820)	UG	Freshman
<input checked="" type="checkbox"/>	C11010352	Herb, ThisIsHerb	BS	UG - Earth Science (5363)	UG	Freshman

CANCEL

SELECT

The Worksheet (Audit)

1. **Student Header:** Provides useful information at the top of the audit for viewing. The header displays a list of all assigned advisors with a tag (primary) marking the primary advisor. Both undergraduate and graduate GPAs and hours are included. Each entry is tagged with (UG) for undergraduate or (GR) for graduate. Also, it displays students major, minor, program information, and test scores.

Worksheets

Data refreshed 06/10/2021 2:02 AM

Student ID: C11010352 X Name: Herb, ThisIsHerb Degree: Bachelor of Arts v

[Advanced search](#)

Level: Undergraduate Classification: Freshman Major: UG - History (5420) Program: EL BA 5420 College: Education and Liberal Arts

Academic Standing: No Acad Standing to Calculate Attribute(s): FCAL, S4S

Test Scores: English Placement - 05, Math Placement Part A - 13, Math Placement Part B - 13, Math Placement Part C - 10, Math Placement Part D - 11

2. **Degree Progress Bar:** A progress wheel can be found right below the Student Header in the academic audit and shows the percentage complete of the student's requirements and credits as well as their overall GPA. The requirements progress will not always equal the credits progress. Progress will not equal 100% until all of the courses have been completed and graded. In order to display earned credits only, uncheck the "in progress" and "registered" boxes and hit process.

Academic What-If View historic audit 08/04/2021 at 9:01 AM UG/BS v

Format: Student View v

Degree progress






Overall GPA: 2.677

Requirements: 77%









☒ In-progress classes ☒ Registered classes

[PROCESS NEW](#)

3. **Degree Audit:** The audit is divided into multiple sections to provide better organization and is equipped with the ability to collapse sections for quicker navigation to a section. To collapse a section click on the arrow in the top right hand corner of the block. This audit comes with a legend which can be found at the bottom of the page.

Legend	
	Complete
	Complete (with classes in-progress)
	Prerequisite
(R)	Repeated class
	Not complete
	Nearly complete - see advisor
@	Any course number

A. The degree requirements section that lists the requirements needed to finish the degree can be found right below the Degree progress section on the same academic page. The section is formatted with a list of check boxes indicating a student has fulfilled the requirement(s).

<p>Degree in Bachelor of Science INCOMPLETE</p> <p>Credits required: 120 Credits applied: 112 Catalog year: 2019-2020 GPA: 2.556</p> <p>Unmet conditions for this set of requirements: You currently have 112 Credits; you still need a minimum of 8 more credits. A minimum of 42 credits in advanced coursework is required. You have 27 credits. You still need a minimum of 15 more Credits.</p> <ul style="list-style-type: none">  You meet the minimum GPA requirement.  General Education Requirements Still needed: See General Education Requirements - Bachelor section  Major Requirements Still needed: See Major in Veterinary Technology section  Additional Requirements Still needed: See Additional Requirements section <p>Blocks included in this block</p> <p>General Education Requirements - Bachelor</p> <p>Major in Veterinary Technology</p> <p>Additional Requirements</p>	<p>Degree in Bachelor of Arts COMPLETE</p> <p>Credits required: 120 Credits applied: 135</p> <p>Catalog year: 2017-2018 GPA: 3.124</p> <ul style="list-style-type: none">  You meet the minimum GPA requirement.  General Education Requirements  Major Requirements  Additional Requirements
---	--

B. The remainder of the Degree Audit includes: general education requirements, major requirements, electives, insufficient courses, in-progress (current schedule), exceptions (course substitutions) and advisor notes. Each course has a status:

- "Still Needed" = must complete
- "Course Title" + grade = completed requirement
- "Course Title" + "REG" = scheduled for the course

Note: Once an entire block is satisfied the section will say "complete" in green.

A. General Education Section:

General Education Requirements - Bachelor
INCOMPLETE

Credits required: 40 Credits applied: 25 Catalog year: 2016-2017 GPA: 0.000

Unmet conditions for this set of requirements: You currently have 25; you still need a Minimum of 15 more credits.

	Course	Title	Grade	Credits	Term	Repeated
<input checked="" type="checkbox"/>	BUILDING A SENSE OF COMMUNITY					
<input checked="" type="checkbox"/>	First Year Seminar Waived-Transfer Cr or GOL					
<input type="checkbox"/>	COMPOSITION COURSES					
<input type="checkbox"/>	Composition I	Still needed:	3 Credits in ENG 101 or HON 150			
<input checked="" type="checkbox"/>	Composition II	ENG 102	English Comp II	TA	3	Spring 2020
		Satisfied by:	ENG164 - ADVANCED COMP - Westmoreland Co Cmty College			
<input type="checkbox"/>	PUBLIC SPEAKING COURSE	Still needed:	3 Credits in CDC 101 or 201 or COM 250 or EDU 350			
<input checked="" type="checkbox"/>	MATHEMATICS AND QUANTITATIVE LITERACY COURSE	MAT 215	Statistics	TA	4	Spring 2020
		Satisfied by:	MAT165 - PROB & STAT I - Community C Allegheny Co South			
<input type="checkbox"/>	HEALTH & WELLNESS COURSE	Still needed:	3 Credits in ATE 340 or BIO 112 or 117 or 226 or CHD 350 or DAN 233 or 260 or GEO 221 or GTY 380 or HSC 115 or 250 or 315 or PSY 222 or REC 165 or 195 or SOC 405 or SOW 303			
<input type="checkbox"/>	TECHNOLOGICAL LITERACY COURSE	Still needed:	3 Credits in BIO 201 or CIS 110 or 120 or 220 or 352 or CSC 101 or 120 or 124 or 201 or 306 or EDU 333 or 335 or GCM 100 or 180 or 220 or 300 or 410 or GET 130 or GIS 303 or 311 or 350 or ITE 341 or JUS 220 or 380 or 405 or 487 or 488 or MIS 201 or SEC 360 or TED 111 or 302 or 316 or 426 or THE 141 or 150 or 211 or 341 or 480			
<input type="checkbox"/>	HUMANITIES COURSE	HIS 102	US Hist Since 1877	REG	(3)	Summer 2021

B. Major Section:

Major in History, BA
INCOMPLETE

Credits required: 42 Credits applied: 3 Catalog year: 2016-2017 GPA: 0.000

Unmet conditions for this set of requirements: You have 3 credits. You still need a minimum of 39 more credits.

	Course	Title	Grade	Credits	Term	Repeated
<input type="checkbox"/>	The Craft of History	Still needed:	3 Credits in HIS 295			
<input type="checkbox"/>	Readings in History	Still needed:	3 Credits in HIS 491			
<input type="checkbox"/>	Seminar in History	Still needed:	3 Credits in HIS 495			
<input type="checkbox"/>	History Surveys Electives 1	Still needed:	6 Credits in HIS 101 or 104 or 111			
<input type="checkbox"/>	History Surveys Electives 2	HIS 102	US Hist Since 1877	REG	(3)	Summer 2021
		Still needed:	3 Credits in HIS 106 or 112			
<input type="checkbox"/>	Non-Western History Electives	Still needed:	6 Credits in HIS 309 or 310 or 317 or 323 or 324 or 345 or 352 or 353 or 366 or 367 or 370 or 410 or 425 or 430 or POS 322 or 325 or 326			
<input type="checkbox"/>	Coursework in History	Still needed:	6 Credits in HIS 100:499			
<input type="checkbox"/>	Advanced Coursework in History	Still needed:	9 Credits in HIS 300:499			

C. Additional Requirements Section:

Additional Requirements

INCOMPLETE

Credits applied: 0 Catalog year: 2016-2017 GPA: 0.000

☐ ADDITIONAL REQUIREMENTS

<input type="radio"/> Special Experience/Writing Component Course	Still needed:	1 Class in HIS 491
<input type="radio"/> Advanced Standing Writing Component Cours	Still needed:	1 Class in HIS 495
<input type="radio"/> Laboratory Course	Still needed:	1 Class in ANT 254 or 341 or ART 130 or 233 or BIO 117 or 130 or 215 or 232 or BUS 381 or CHE 101 or 102 or DMT 180 or EAS 100 or 104 or 105 with term < 201830 or 150 or 245 or ECO 421 or EET 110 or FIT 115 or GCM 180 or GTU 400 or JUS 380 or 487 or MAT 213 or 261 or 376 or NUR 465 or PHS 120 or 137 or PHY 101 or 202 or POS 319 or PSY 301 or 306 or 335 or 340 or 420 or SOC 417 or SOW 201 or TED 304 or THE 255 or 272 or 310 or 311

D. Electives Section:

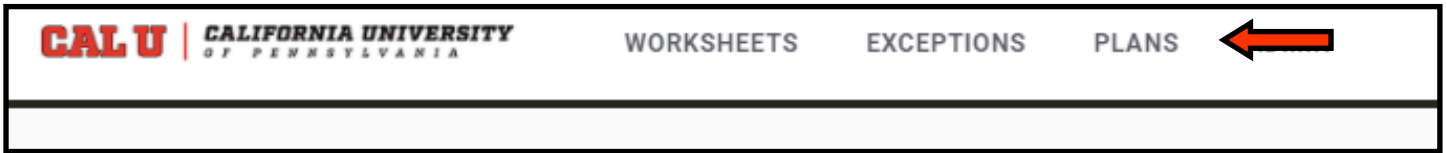
Electives					
Credits applied: 13 Classes applied: 4					
Course	Title	Grade	Credits	Term	Repeated
ACC 162	ACCOUNTING FOR MANAGERS	TB	3	Spring 2020	
Satisfied by: ACC165 - ACCOUNTING FOR MANAGERS - Westmoreland Co Cmty College					
CHE 100	Intro to Chemistry	TB	4	Spring 2020	
Satisfied by: CHM107 - INTRO CONCEPTS CHEM I - Westmoreland Co Cmty College					
HSC 225	Medical Terminology	TA	3	Spring 2020	
Satisfied by: ALH122 - MEDICAL TERMINOLOGY I - Westmoreland Co Cmty College					
PSY 207	Dev Psychology	TA	3	Spring 2020	
Satisfied by: PSY130 - Human Dev Across the Lifespan - Pennsylvania Highlands Cc					

E. In-Progress & Registered Section:

In-progress and Registered					
Credits applied: 12 Classes applied: 3					
Course	Title	Grade	Credits	Term	Repeated
NUR 813	Nurse Admin Role Practicum	REG	(6)	Summer 2021	
MBA 700	Business Foundations	REG	(3)	Fall 2021	
MBA 710	Quantitative Reason/Analysis	REG	(3)	Fall 2021	

The Plan

Advisors can create a recommended plan for an advisee, which includes term-by-term requirements.



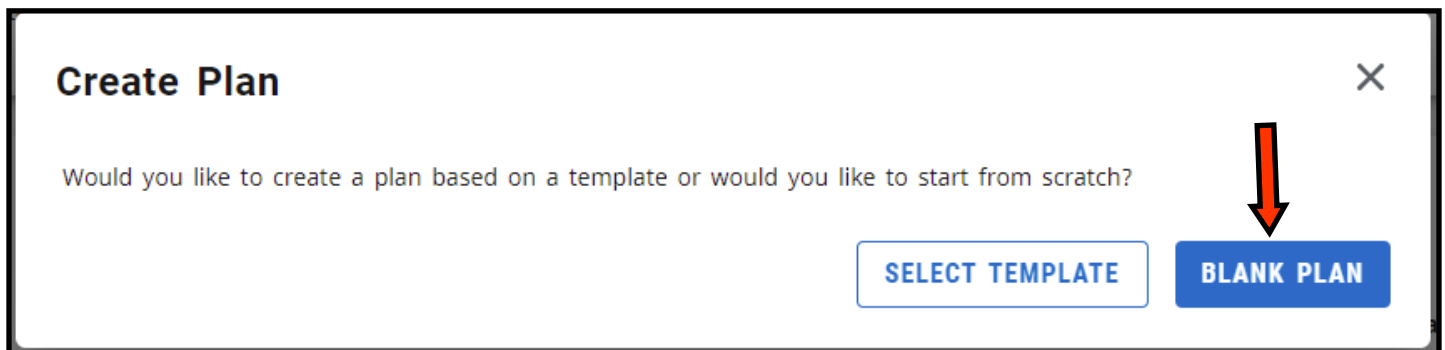
Navigation bar showing the CAL U logo, the text "CALIFORNIA UNIVERSITY OF PENNSYLVANIA", and three tabs: "WORKSHEETS", "EXCEPTIONS", and "PLANS". A red arrow points to the "PLANS" tab.

To create a plan, click on the word "New Plan" in the header.



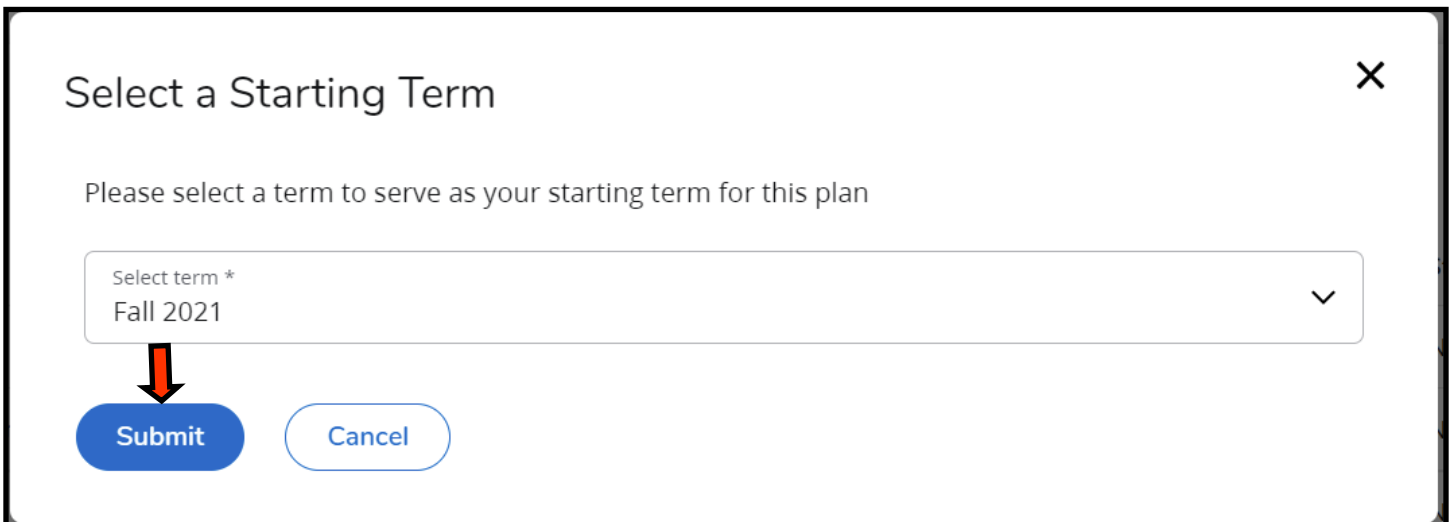
Header area with the text "Plan List" on the left and a blue button labeled "NEW PLAN" on the right. A red arrow points to the "NEW PLAN" button.

Select "Blank Plan".



"Create Plan" dialog box. It contains the question "Would you like to create a plan based on a template or would you like to start from scratch?" and two buttons: "SELECT TEMPLATE" and "BLANK PLAN". A red arrow points to the "BLANK PLAN" button.

Select the term to start the plan. Click the drop down arrow to select the term and click submit.



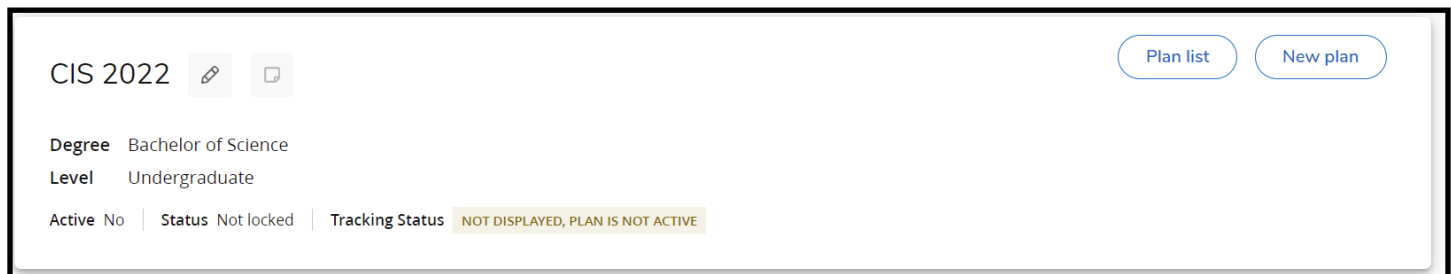
"Select a Starting Term" dialog box. It contains the instruction "Please select a term to serve as your starting term for this plan" and a dropdown menu labeled "Select term *" with "Fall 2021" selected. Below the dropdown are two buttons: "Submit" and "Cancel". A red arrow points to the "Submit" button.

Add a description for the plan [ex. CIS Plan]. There are two options on this screen:

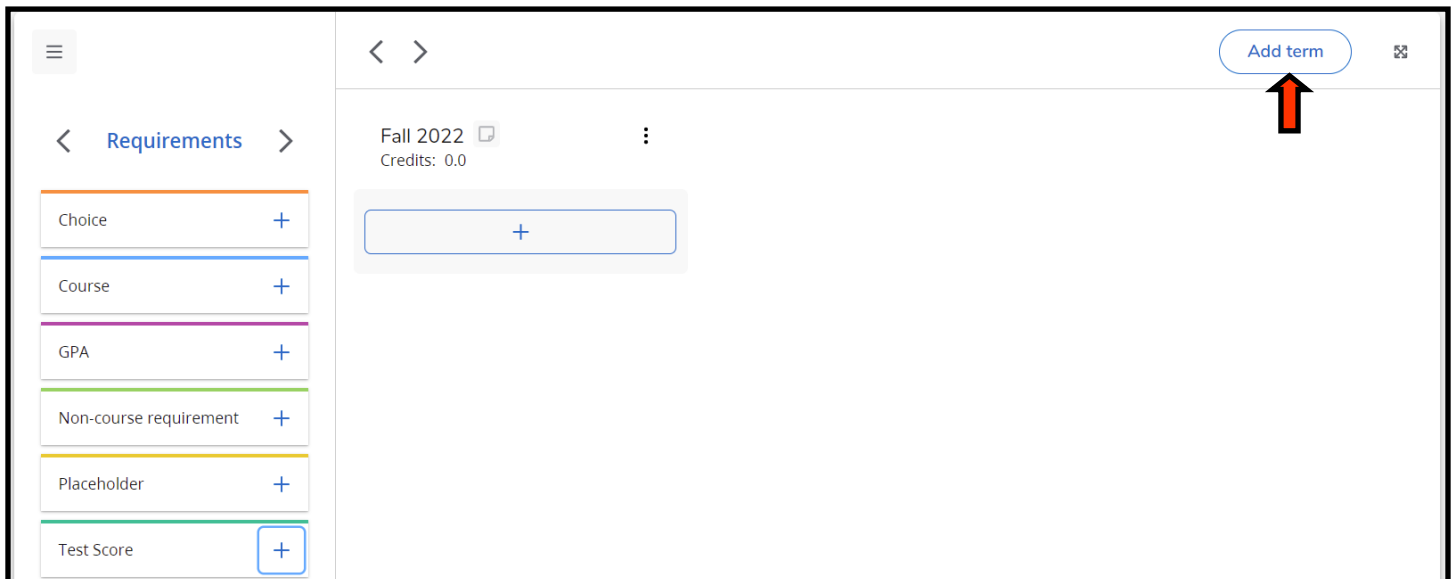
- Active Plan = Activates plan for student to review.
- Lock Plan = Student cannot make changes. Edits can only be done by the advisor.



The initial plan is now created and ready for editing.



Click the “Add term” button in the upper right portion of the plan field. The “Add term” box will open. In the “Select term” field, select the next term you wish to add and click the “Add” button. Repeat this process until all desired semesters are included.



To add the courses to the semester plan, click the plus sign under the semester.

The screenshot shows a semester plan interface with three semesters: Fall 2022, Spring 2023, and Fall 2023. Each semester has a plus sign button to add courses. A red arrow points to the plus sign under Fall 2022.

Search to add the course(s) and check the box to select. Once the course(s) are selected click “Add to plan.” Continue to add courses until the semester plan is complete.

Add Requirements to Fall 2022

Subjects

Courses Still needed

Subjects: General Engineering Technology Search by title

General Engineering Technology (GET)

Subject	Number	Title	Credits
<input type="checkbox"/> Subject GET	101	Intro Engr Tech	3.0
<input type="checkbox"/> Subject GET	130	Intro to Engineering Technolog	3.0
<input type="checkbox"/> Subject GET	140	High Technology Systems	3.0
<input type="checkbox"/> Subject GET	162	Gen Engineering Tech Transfer E	4.0
<input type="checkbox"/> Subject GET	ADV	GET Advanced Coursework Trnsfr	4.0

1-5 of 5

Add to plan **Cancel**


Note: Once the plan is complete, the plan will need to be activated for the student to view. To activate the plan, click the pencil icon at the top right of the plan and click the “Active” checkbox and click Save.

The screenshot shows a semester plan interface with four semesters: Fall 2022, Spring 2023, Fall 2023, and Spring 2024. Each semester has a plus sign button to add courses. The courses listed are: GET 130, ENG 101, ENG 108, ART 109, ACC 200, CHE 103, MAT 181, PHI 220, ENG 102, BUS 100, CSC 101, MGT 300, HIS 101, MKT 300, REC 165, and ARB 101.

What If

The What-If tool allows students, faculty, and staff to apply the students' courses to different majors and minors whether the courses have been completed or in-progress. The user must select the catalog year, degree type, major and level. Some majors also require a concentration and/or a minor. Be sure to select the approved combination of major, concentration, minor, level, and degree type based on the catalog year chosen.

To access the What-If tool, click on the "What-If" icon under the Student Header.

Data refreshed 06/15/2021 9:15 AM 

Student ID
C11010352

Name
Herb, ThisIsHerb


Degree
Bachelor of Arts

[Advanced search](#)

Level Undergraduate
 Classification Freshman
 Major UG - History (5420)
 Program EL BA 5420
 College Education and Liberal Arts

Academic Standing No Acad Standing to Calculate
 Attribute(s) FCAL, S4S

Test Scores English Placement - 05, Math Placement Part A - 13, Math Placement Part B - 13, Math Placement Part C - 10, Math Placement Part D - 11

Academic
 What-If 
 View historic what-if audit

What-If Analysis

☐ Use current curriculum
☒ In-progress classes
☒ Preregistered classes

Program

Catalog year *
2016-2017

Degree *
Bachelor of Arts

Level *
Undergraduate

Areas of study

Major *

Minor

College

Concentration

Additional areas of study

Future classes

Subject

Number

ADD

RESET

PROCESS

GPA Calculator

The content contained in the GPA calculator is provided for informational and planning purposes and is only an estimate.

In the top right hand corner of the page is a print symbol that allows you to print the degree audit, an envelope that allows you to email your advisor, and the vertical ellipsis, or three dots. If you select the ellipsis it will display options such as GPA calculator class history, and notes.

Graduation Calculator

GPA Calculator [X]

Graduation Calculator | Term Calculator

Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal.

Current GPA * 2.000

Credits remaining * 70

Credits required * 120

Desired GPA * 3.000

CALCULATE

Term Calculator

GPA Calculator [X]

Graduation Calculator | Term Calculator

Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term.

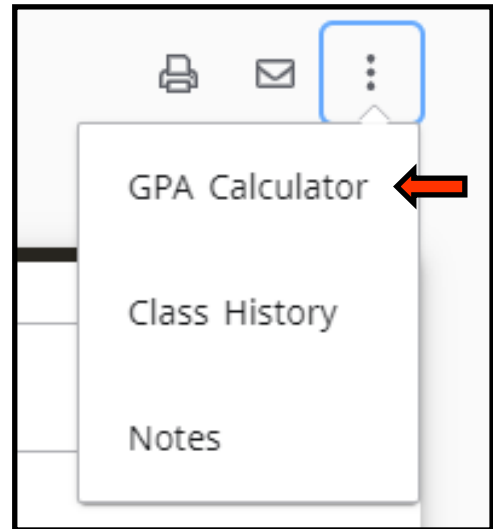
Current GPA * 2.000

Credits earned * 50

Add Course

Course *	Credits *	Grade *	
ART 106	3	A	
ART 382	3	B-	
HIS 102	3	C	

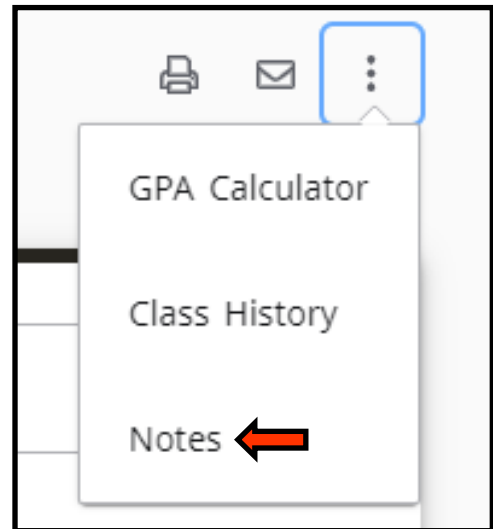
CALCULATE



NOTES

The notes feature allows advisors to use predefined or personalized notes to help track conversations with students and document any advisor recommendations. Notes may be viewed by all advisors, which will be helpful if the student decides to change their program of study.

IMPORTANT! Notes are considered part of the student's academic record (even if you check "Not available to student") and can be requested under FERPA. Notes are viewable by the student and any faculty/advisor/staff who have access to the student's audit in Degree Works. Notes should be limited to academic advising recommendations and must not include any personal or sensitive information.



 A screenshot of the 'Notes' list in the Degree Works responsive dashboard. The list shows four notes, each with a 'Created on' date, 'By' name, and description. The first note is 'Created on 1/22/2021' by 'Tom, Caleb' with the description 'Discussed REPEAT POLICY with student'. The second note is 'Created on 11/9/2020' by 'Tom, Caleb' with the description 'Reviewed Final grades'. The third note is 'Created on 9/27/2019' by 'Pankratz, Monika' with the description 'Student did not attend scheduled advising appointment'. The fourth note is 'Created on 9/27/2019' with no description. At the bottom, there is a blue button labeled 'Add a new note'.

 A screenshot of the 'Add a new note' form in the Degree Works responsive dashboard. The form has a title 'Add a new note' and a close button (X). It features a dropdown menu labeled 'Predefined notes' with a downward arrow. Below the dropdown is a large text area labeled 'Add description'. At the bottom left, there is a checkbox labeled 'Not available to student'. At the bottom, there are two buttons: 'Save note' (blue) and 'Cancel' (white with blue border).

Contact

For additional questions about Degree Works responsive dashboard, please email academicrecords@calu.edu.