NEW DEGREE WORKS RESPONSIVE DASHBOARD

FACULTY AND STAFF GUIDE

2021-2022

CAL U | CALIFORNIA UNIVERSITY OF PENNSYLVANIA

TABLE OF CONTENTS

How To Access Degree Works……..3

How To Search A Student……...4

The Worksheet (Audit)……..5-8

The Plan……..9-11

What If……12

GPA Calculator……13

Class History……14

Notes……15

CAL U | CALIFORNIA UNIVERSITY OF PENNSYLVANIA

Introduction

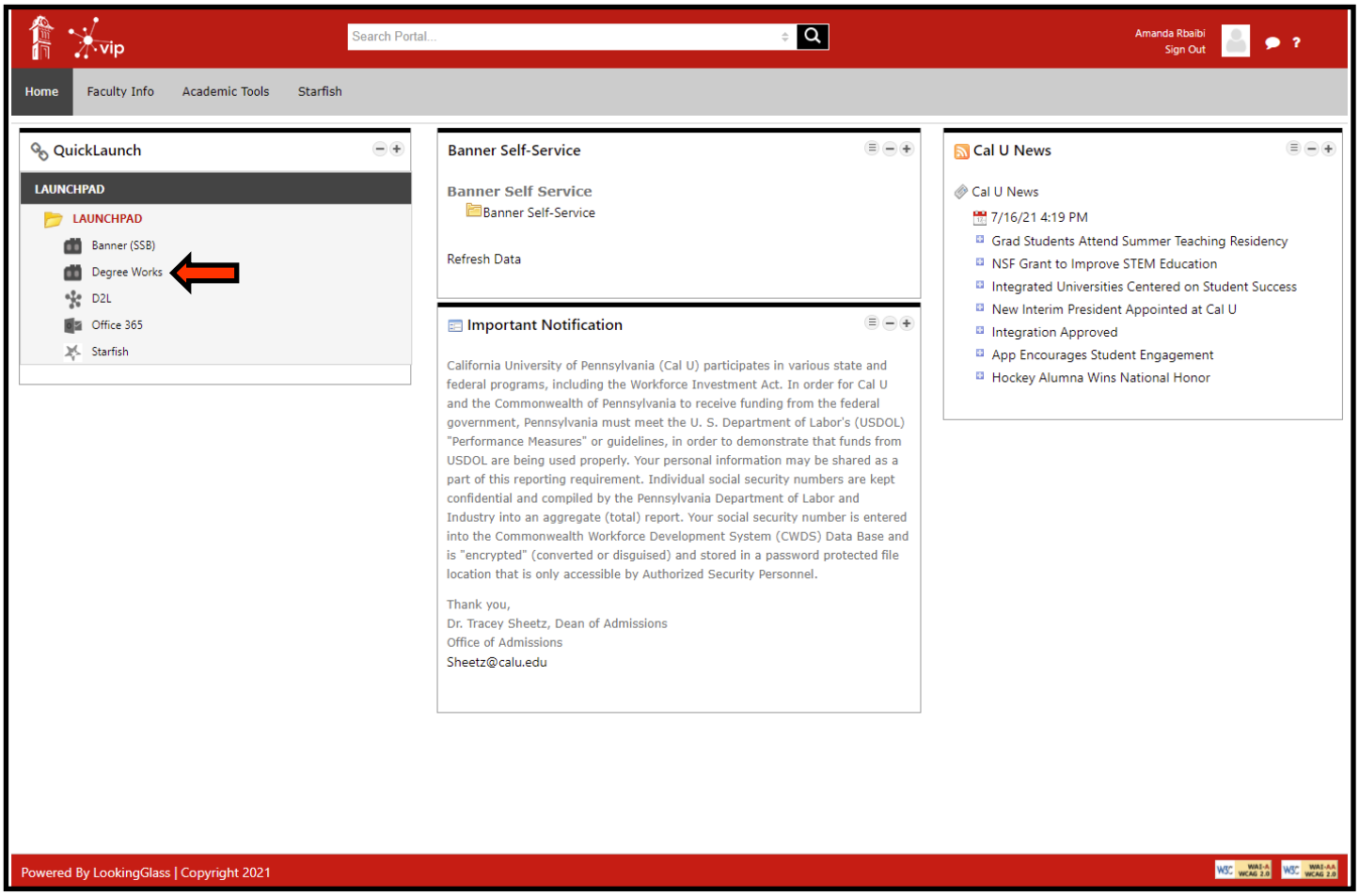
Degree Works, the Degree Audit System has been upgraded. The upgrade includes new features for faculty/staff to view a student's academic progress. This new responsive dashboard version has a mobile friendly dashboard with a fresh and clean look. This adaptable format displays appropriately across different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

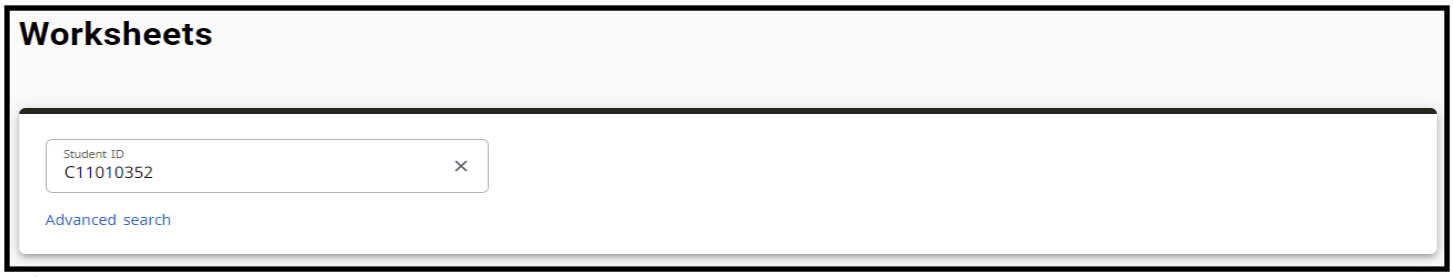
1. Log into **Vulcan Information Portal (VIP)**
2. Select the home tab
3. In Launchpad channel, select **Degree Works**



How to Search For A Student

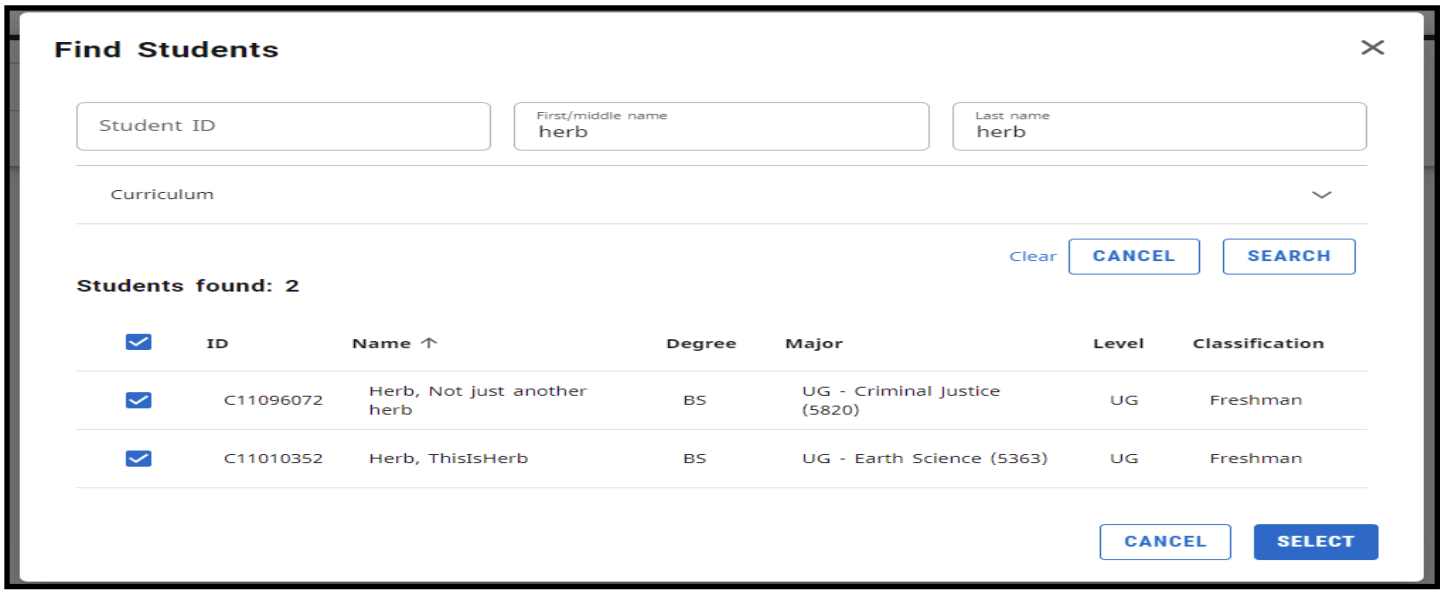
Degree Works worksheet will open up in a new window. If it does not, please check to be sure your pop-up blockers are off and try again. There are two ways to search for a student:

1. Enter student ID number and click enter.



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

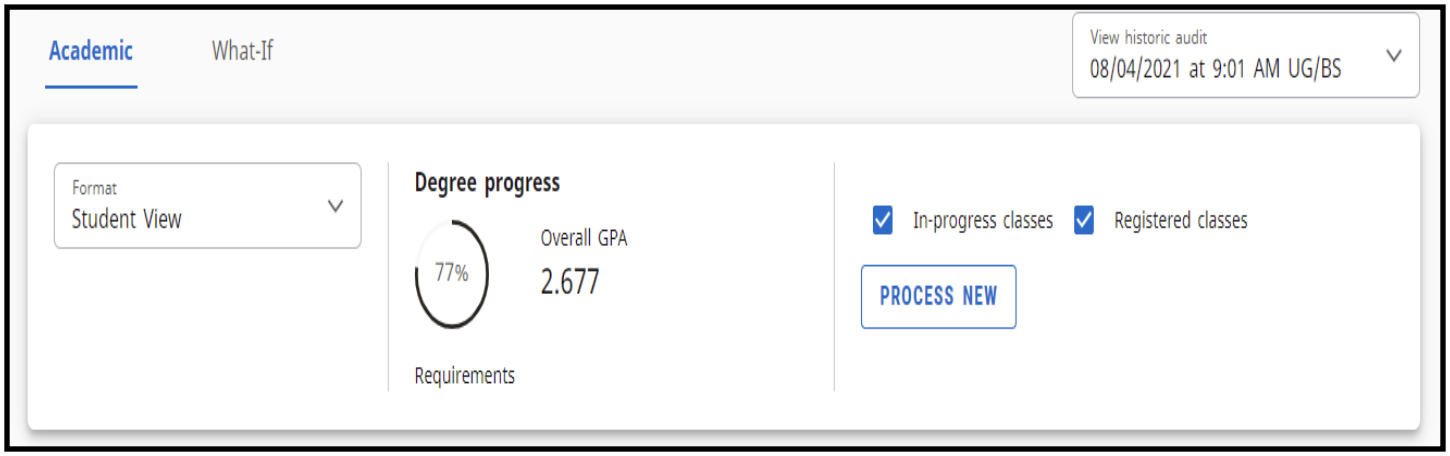


CALIFORNIA UNIVERSITY OF PENNSYLVANIA

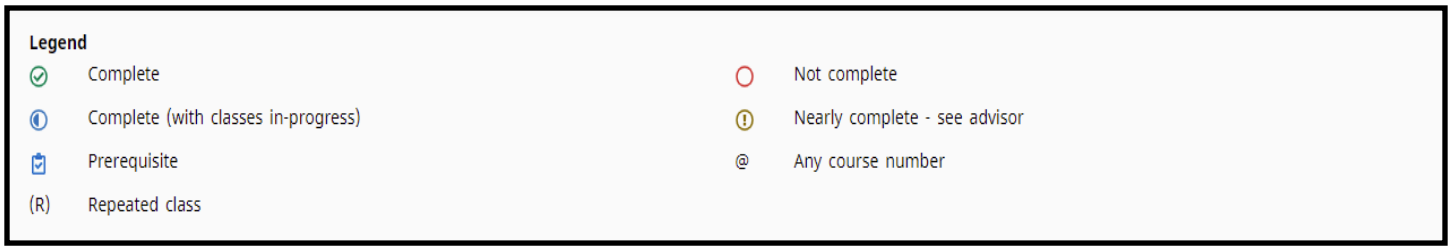
The Worksheet (Audit)

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.

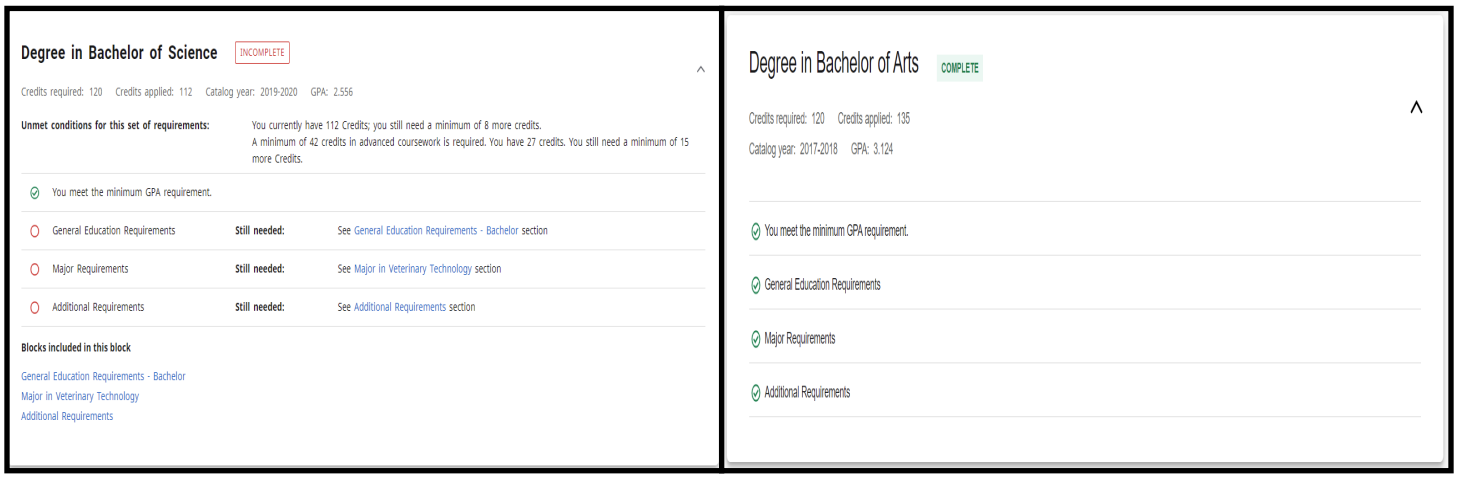
2. **Degree Progress Bar**: A progress wheel can be found right below the Student Header in the academic audit and shows the percentage complete of the student's requirements and credits as well as their overall GPA. The requirements progress will not always equal the credits progress. Progress will 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.



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.



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).



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
BUILDING A SENSE OF COMMUNITY						
First Year Seminar Waived-Transfer Cr or GOL						
COMPOSITION COURSES						
Composition I	**Still needed:**	**3** Credits in **ENG** 101 or **HON** 150				
Composition II	ENG 102	English Comp II	TA	3	Spring 2020	
	Satisfied by:	ENG164 - ADVANCED COMP - Westmoreland Co Cmty College				
PUBLIC SPEAKING COURSE	**Still needed:**	**3** Credits in **CDC** 101 or 201 or **COM** 250 or **EDU** 350				
MATHEMATICS AND QUANTITATIVE LITERACY COURSE	MAT 215	Statistics	TA	4	Spring 2020	
	Satisfied by:	MAT165 - PROB & STAT I - Community C Alleghny Co South				
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				
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				
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
The Craft of History	**Still needed:**	**3** Credits in **HIS** 295				
Readings in History	**Still needed:**	**3** Credits in **HIS** 491				
Seminar in History	**Still needed:**	**3** Credits in **HIS** 495				
History Surveys Electives 1	**Still needed:**	**6** Credits in **HIS** 101 or 104 or 111				
History Surveys Electives 2	HIS 102	US Hist Since 1877	REG	(3)	Summer 2021	
	Still needed:	**3** Credits in **HIS** 106 or 112				
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				
Coursework in History	**Still needed:**	**6** Credits in **HIS** 100:499				
Advanced Coursework in History	**Still needed:**	**9** Credits in **HIS** 300:499				

CAL U | CALIFORNIA UNIVERSITY OF PENNSYLVANIA

C. Additional Requirements Section:

Additional Requirements INCOMPLETE

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

ADDITIONAL REQUIREMENTS

Special Experience/Writing Component Course	**Still needed:**	1 Class in **HIS** 491
Advanced Standing Writing Component Cours	**Still needed:**	1 Class in **HIS** 495
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 **GTY** 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	

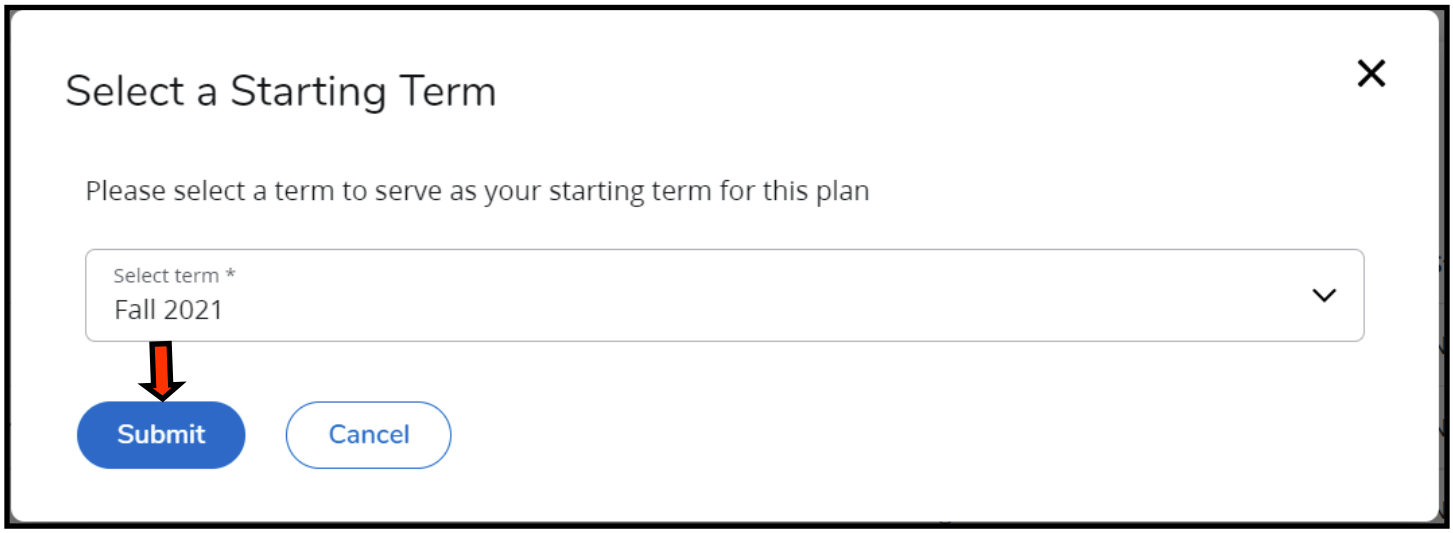
The Plan

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

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

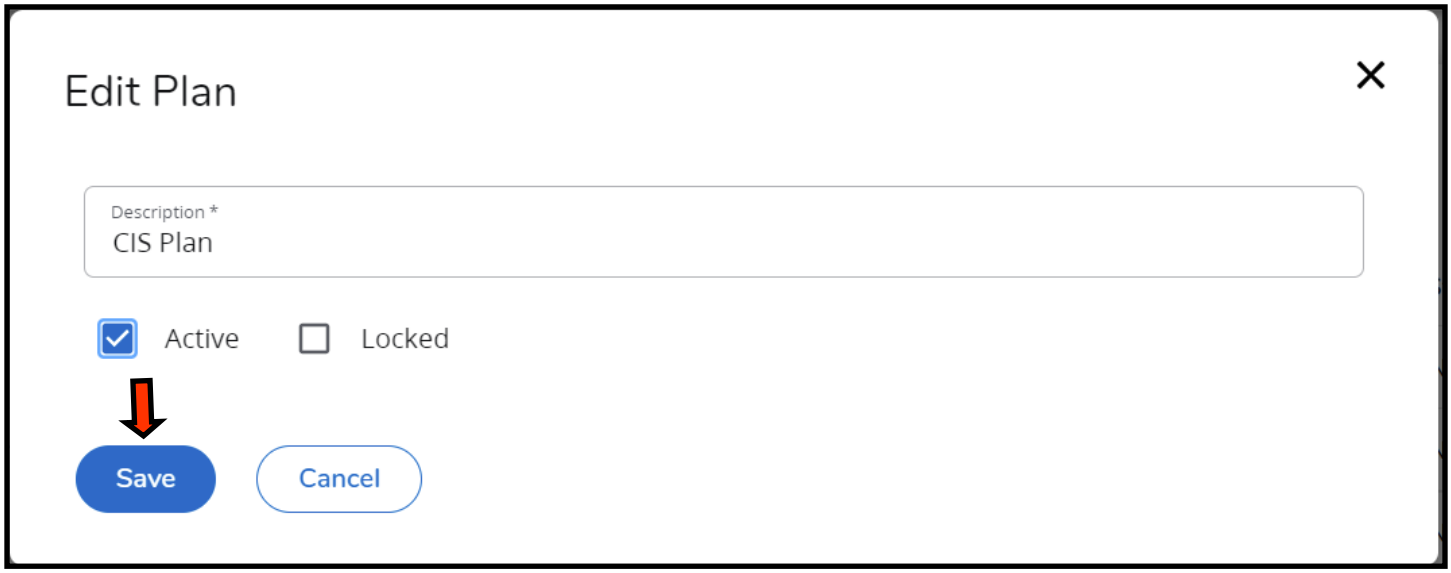
Select “Blank Plan”.

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



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

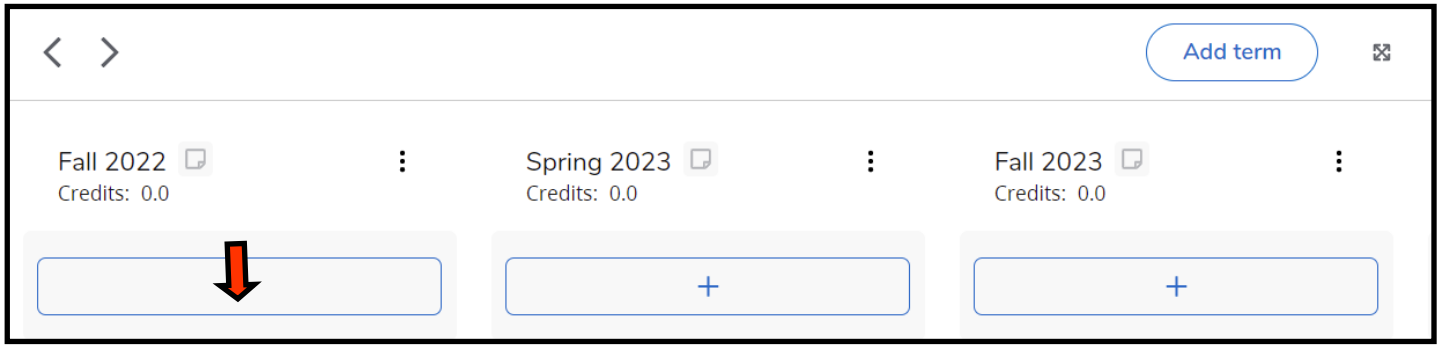
a. Active Plan = Activates plan for student to review.
b. Lock Plan = Student cannot make changes. Edits can only be done by the advisor.



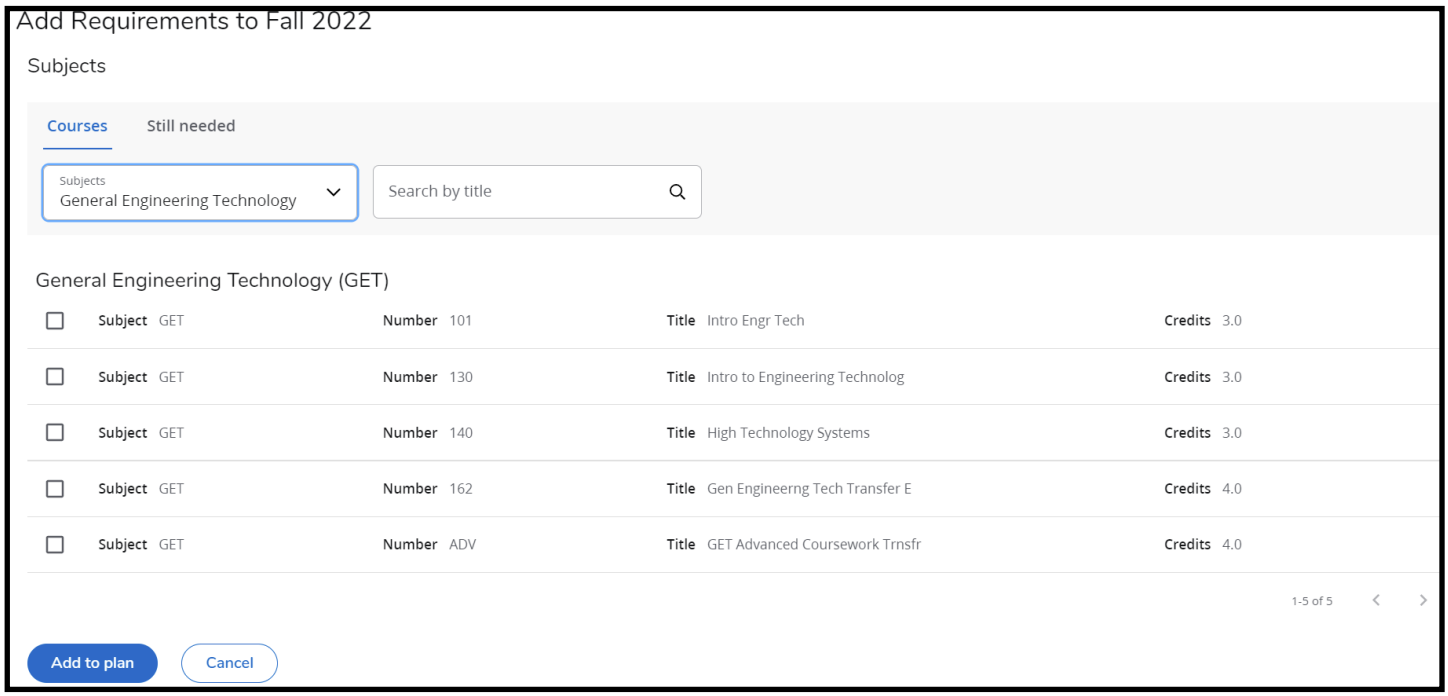
The initial plan is now created and ready for editing.

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.

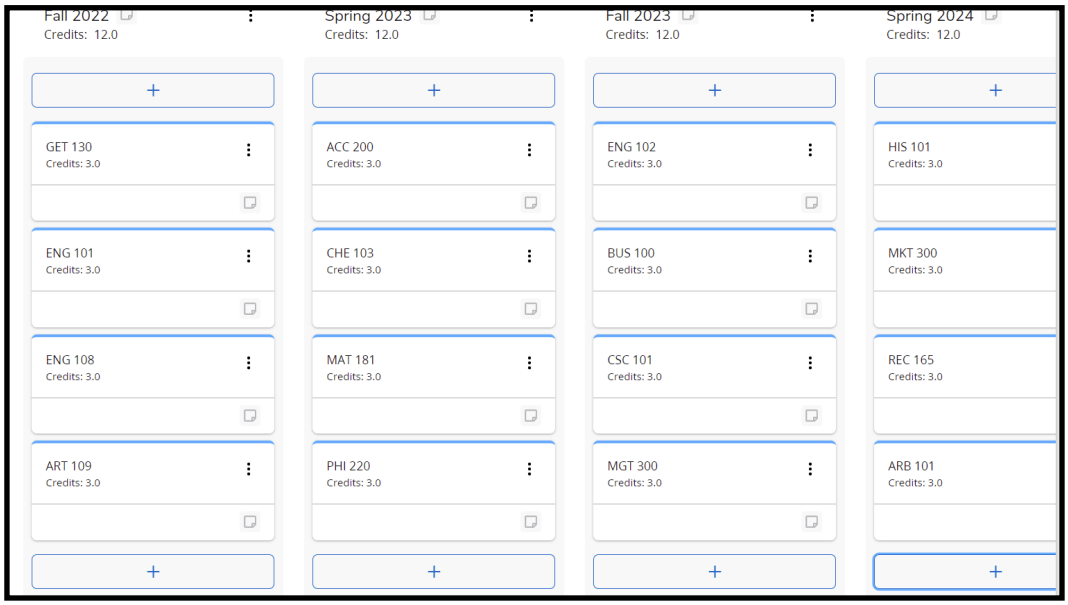
To add the courses to the semester plan, click the plus sign under the semester.



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.



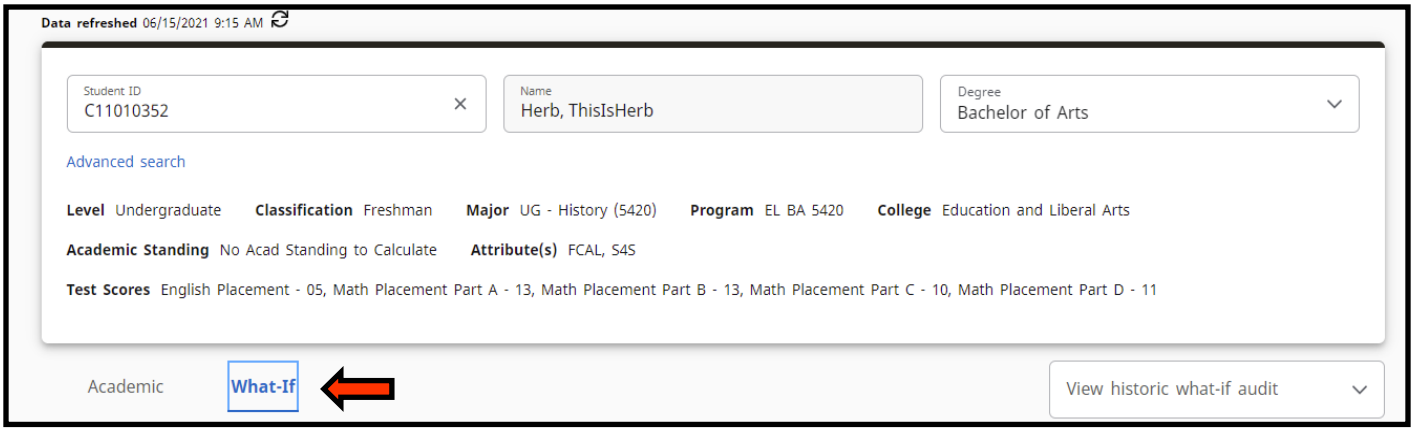
Note: Once the plan is complete, the plan will need to be activated for the student to view. To activate the plan, click the pencil icon at the top right of the plan and click the “Active” checkbox and click Save.

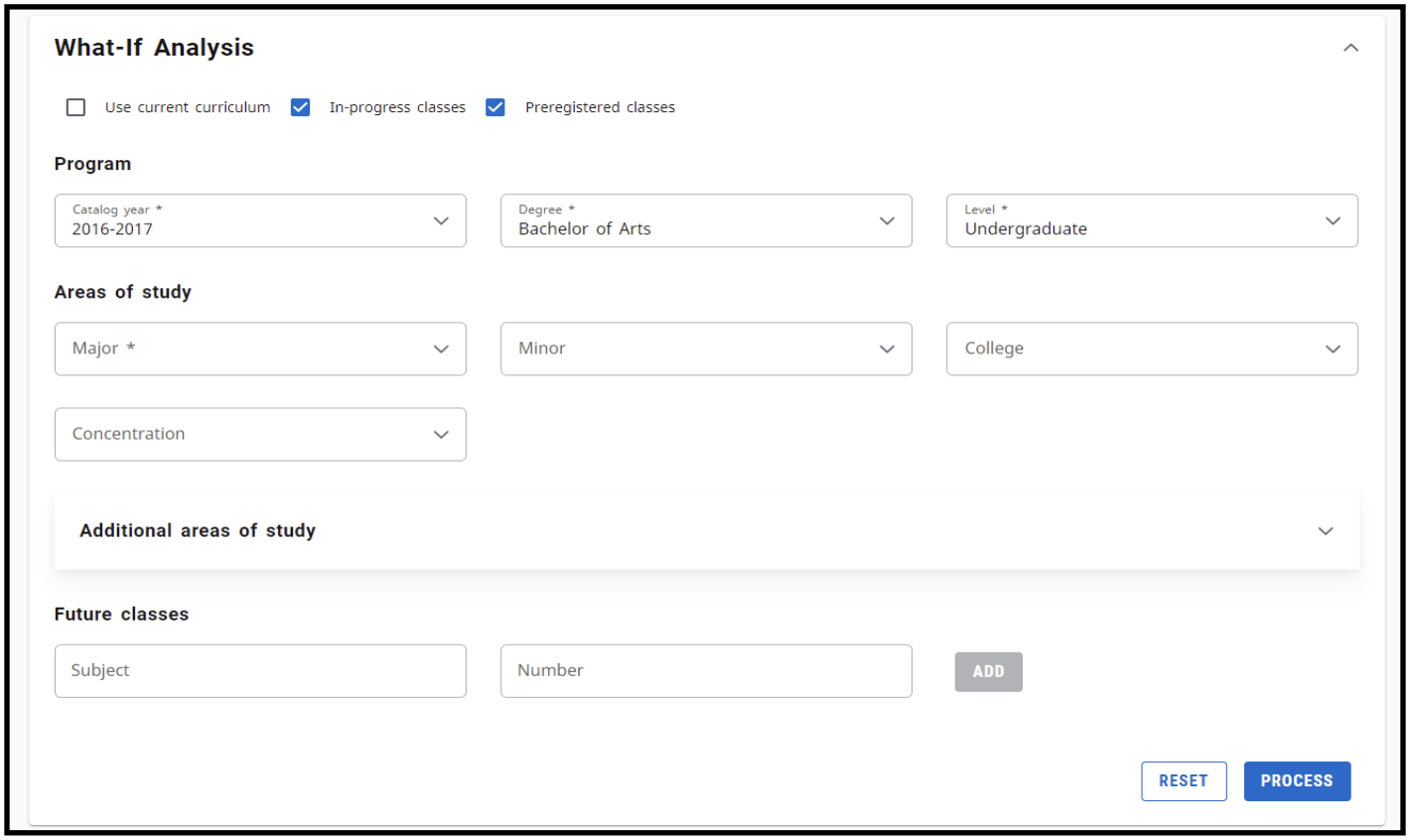


What If

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.



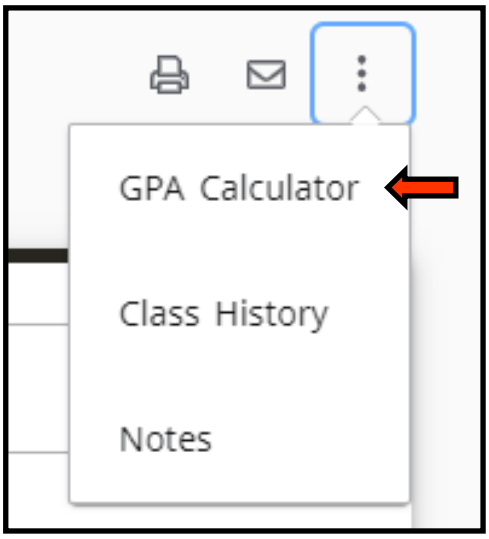


CALIFORNIA UNIVERSITY OF PENNSYLVANIA

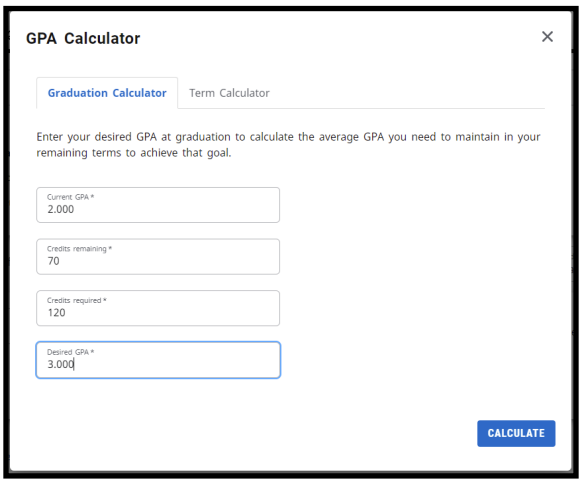
GPA Calculator

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

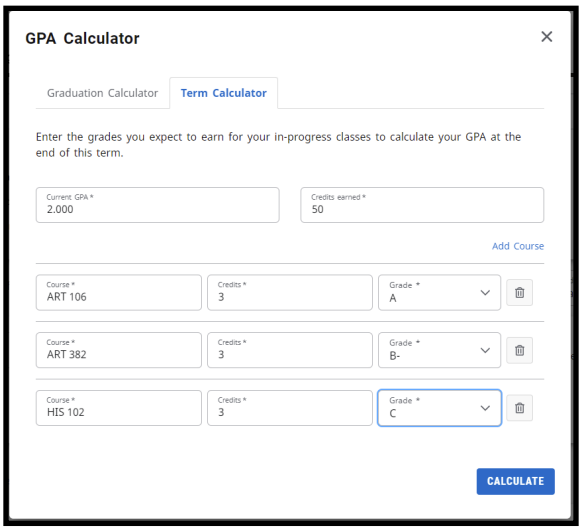
In the top right hand corner of the page is a print symbol that allows you to print the degree audit, an envelope that allows you to email your advisor, and the vertical ellipsis, or three dots. If you select the ellipsis it will display options such as GPA calculator class history, and notes.



Graduation Calculator

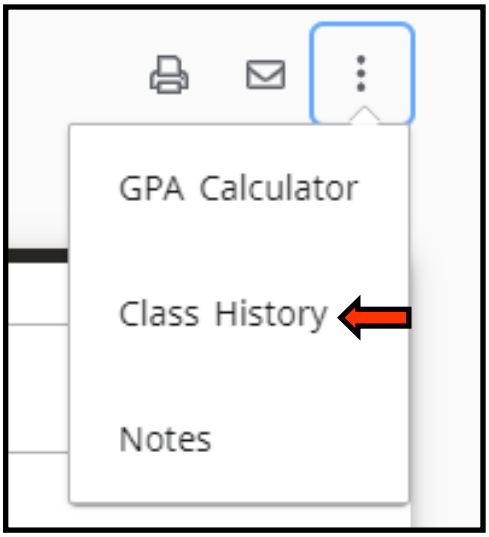


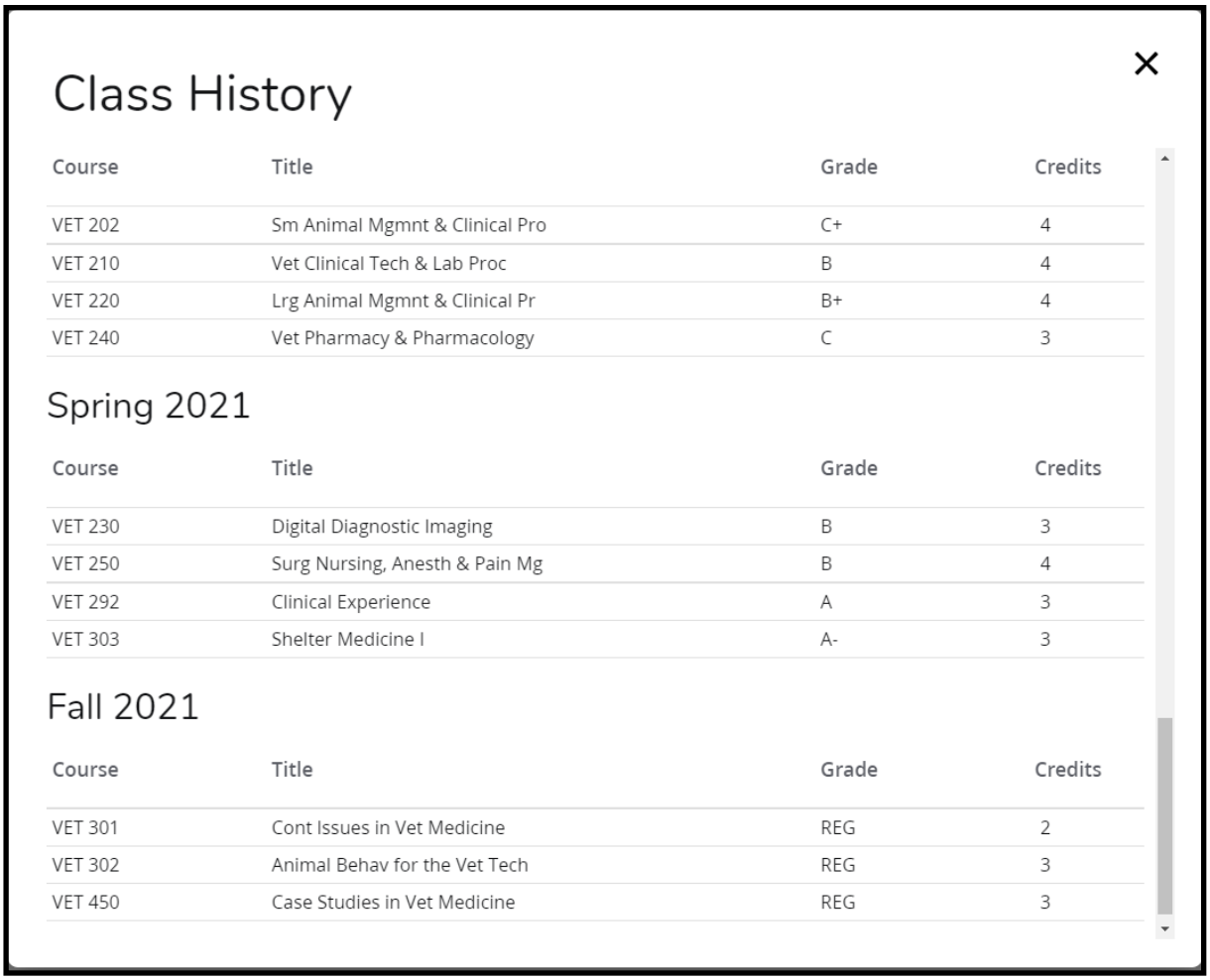
Term Calculator



CLASS HISTORY

Displays a condensed list of courses by semester, that the student has completed and/or is scheduled to take. This section is for informational purposes only.





Class History

Course	Title	Grade	Credits
VET 202	Sm Animal Mgmnt & Clinical Pro	C+	4
VET 210	Vet Clinical Tech & Lab Proc	B	4
VET 220	Lrg Animal Mgmnt & Clinical Pr	B+	4
VET 240	Vet Pharmacy & Pharmacology	C	3

Spring 2021

Course	Title	Grade	Credits
VET 230	Digital Diagnostic Imaging	B	3
VET 250	Surg Nursing, Anesth & Pain Mg	B	4
VET 292	Clinical Experience	A	3
VET 303	Shelter Medicine I	A-	3

Fall 2021

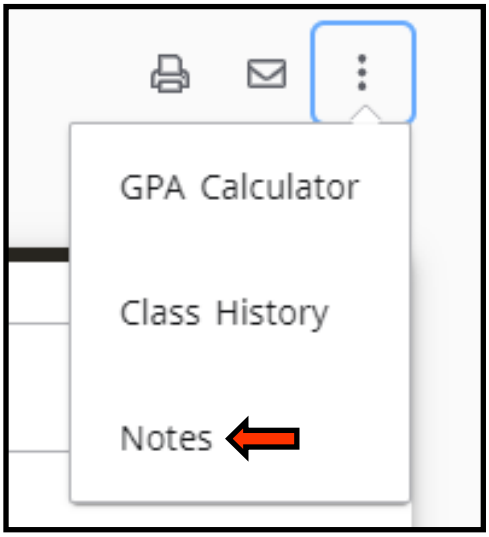
Course	Title	Grade	Credits
VET 301	Cont Issues in Vet Medicine	REG	2
VET 302	Animal Behav for the Vet Tech	REG	3
VET 450	Case Studies in Vet Medicine	REG	3

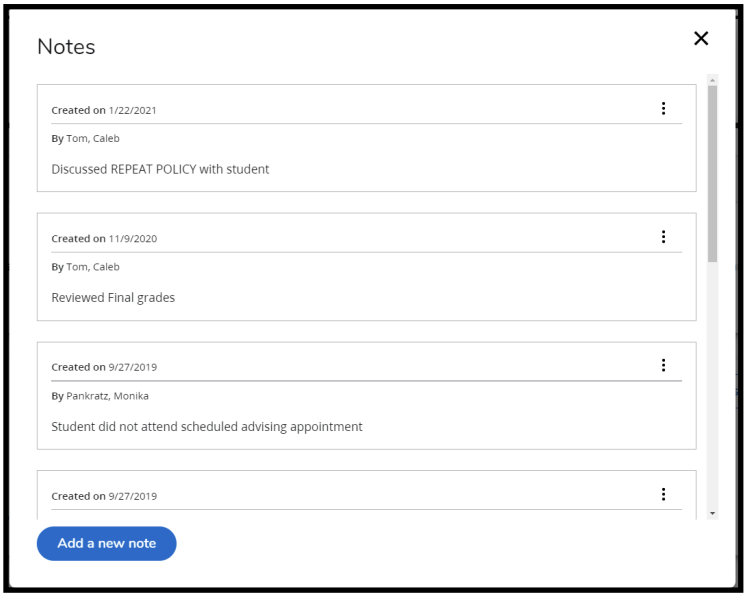
CAL U | CALIFORNIA UNIVERSITY OF PENNSYLVANIA

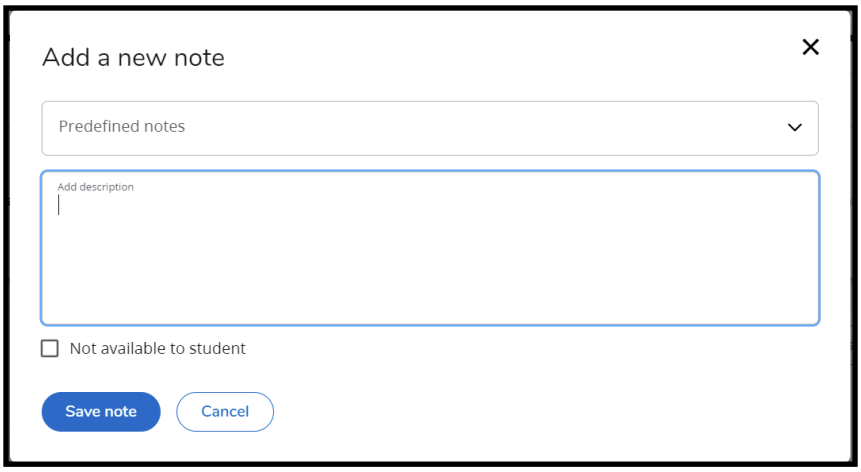
NOTES

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.







Contact

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

CALIFORNIA UNIVERSITY OF PENNSYLVANIA