My Degree Works:
A degree evaluation and advising tool

PRAIRIE VIEW A&M UNIVERSITY DEGREE WORKS NAVIGATION
What is Degree Works?

- Degree Works is a web-based tool that will provide a clear and convenient method for:
  - students & advisors to track degree progress
  - to prepare for registration
  - plan for graduation

- Degree Works is designed to aid and facilitate academic advising, but is not intended to replace face-to-face advising sessions.
Who can use Degree Works

- Faculty, advisors, deans, department heads, and academic support staff that have access to the Degree Works worksheets for students

- Students under an older catalog will have the option to:
  1. Use the existing degree audit tool-CAPP or
  2. Review degree plan with his/her advisor and move up to a newer catalog if approved
Degree Audit Tracking

- Clear visual indicators show where a course requirement has been met or is in progress.
- Outstanding requirements are automatically displayed for courses not yet completed.
- Degree progress bar shows where a student is on his or her academic journey.
- Degree audit worksheets for specific populations including athletic eligibility *(implementation planned for one-year after initial DW implementation)*.
Accessing Degree Works
Note: Make sure your browser is set to allow pop-ups

Degree Works is best viewed in Google Chrome or Firefox/Mozilla

- Log in to PVplace
- Select Faculty/Staff tab
- Click on the Degree Works link,
  - Enter a student ID or search, click submit
  - Student Name will display and click submit

After a couple of second, a new web page will open. If your student exist within Degree Works, the student information will automatically display.
The student you selected will load to the drop-down box at the top of the screen.

Select the student whose record you want to view from the drop down box. Then click on the worksheet tab.

The processing time to pull up the student’s worksheet may take several seconds.
Refreshing Data

If the “Last Refresh” date was more than a few days past you should refresh the data by clicking the radial button. You must then process a new audit to update the worksheet.

The refresh the data from Banner click the radial button

Then click Process New (Process New will update the audit with new information you have pulled from Banner and will also update any changes may have been made.)
Reviewing a Student Worksheet

The top part of the student’s record will contain basic information about the student’s degree program, GPA, class status, etc.
Scrolling down the next part of a worksheet is the Degree Block. This area checks overall institutional requirements: total hours, upper level hours, institutional GPA, and residency requirements.

Once each of these requirements is complete, the advice on the right will be removed from the students audit.
The next part of a Worksheet shows the student’s University Core curriculum requirements that are completed are checked off in the boxes to the left.
The major block lists the major requirements. This is where the catalog year is very important. This applies to majors, concentration, and minors. For example if the minor block is not showing, check the catalog year.

Degree Works is programmed based on the catalog i.e. the biology concentrations begin Fall 2014, so a student admitted prior to Fall 2014 will not show a concentration unless the catalog year for the major and concentration have been updated.
Concentration

At the bottom of the major block the concentration requirements will be listed.

If the student concentration is not listed in Banner it will state “CONC block was not found.”
Buckets

Listed are courses not applied to chosen major, failed, withdrawn, insufficient courses, in progress, and does not apply.

Students who have failed, repeated, or withdrawn from courses will have an insufficient section in which these courses will be listed.

Remedial coursework will also appear in this section.

These courses do not count toward a student’s total hours.
To search for students from Degree Works

Click the Find button to search for students.
After entering your search parameters, click the Search button.
Click on the Class History link at the top of the page to view a student’s complete course list.
Advising Notes

To view all notes or add an advising not, click on the Notes tab.
cont’d
Select “Registration Checklist” from the drop down menu and click “view”
What-If and look-ahead Analysis

- What-if audits show students their degree progress if they change their major.
- Look-ahead audits show students how their degrees would progress given assumptions on future course completions.
“What If” Feature

Click on the “What If” tab to process a student’s audit using desired criteria. Pick a degree, major, and, if desired, a minor or concentration. You can also enter planned courses.

Click the Process What If button on the top of the screen to generate the worksheet.

You must have the college selected for the list of major and minors to be listed. If you are selecting a minor from a different college you must add the information in the Additional Area of Study section.
A feature in Degree Works that will allow you to view a student's long-term plan for degree completion and verify that the courses included on the plan will fulfill the degree requirements. Advisers can also make plans.

Clear on- and off-track indicators help advisors know when to intervene to help a student succeed (Summer 2017).

Students can register for classes directly from their Degree Works plan (available with BANNER XE-Fall 2017 Registration).
Course substitutions, waivers, and petitions are shown within the degree audit.

Integration with BANNER Workflow streamlines the approval process. Advisors with exception petition access can enter substitution requests directly into the student worksheet.
Questions?
Help Us Make “My Degree Works” Work Even Better

If you have questions, concerns, or suggestions after using Degree Works, please email mydegreeworks@pvamu.edu

We will need the student’s name and a brief description of the problem to provide you with the best assistance. We will email you as soon as we have resolved the issue or recorded your suggestion.

For any additional information visit http://www.pvamu.edu/registrar/