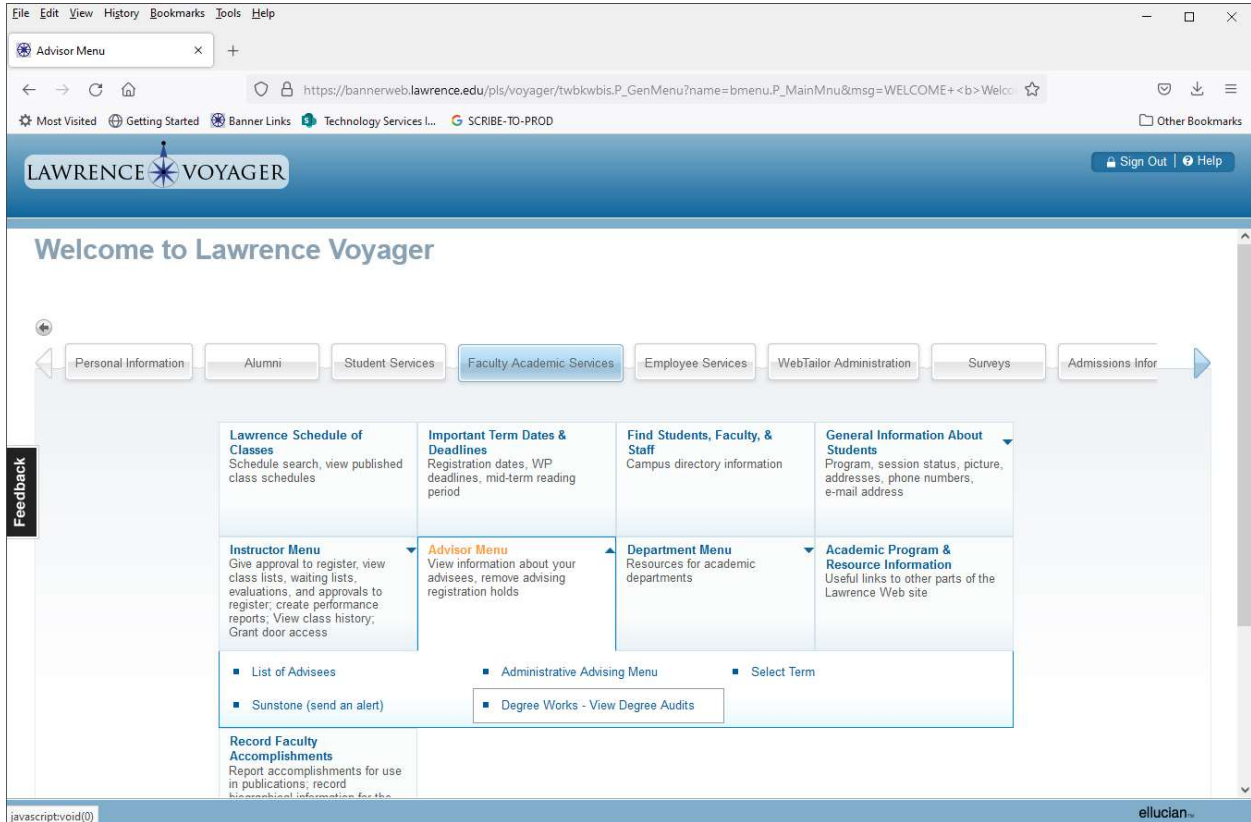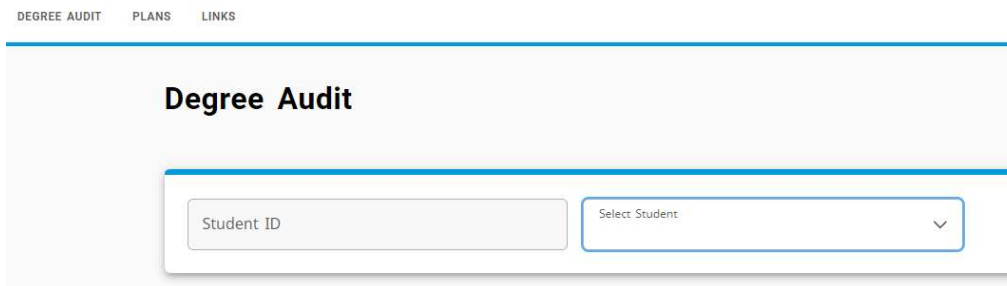## NOTE: This is a soft launch, but you are in a live environment directly linked to Banner.

You should now see a new link in your Voyager menu: Faculty Academic Services -> Advisor Menu -> Degree Works- View Degree Audits

Degree Works will open to the Degree Audit screen. You can then type a student ID and hit enter and the student audit will appear. If you want to search your list of advisees, you will select the down arrow next to Select Student. This will be a list of your advisees. If you cannot see a student, it might be that they have not yet submitted a change of advisor form.

The legend below is at the bottom of each audit.

Legend
- ⊘ Complete
- ◐ Complete (with successful completion of courses in-progress)
- ☑ Prerequisite
- (R) Repeated course
- ○ Not yet complete
- ① Nearly complete - Contact Registrar's Office
- @ Any subject and/or course number

The audit is set up in blocks. You will see the Header Block contains valuable information about each student. The student below is a senior pursuing a BA with double majors in German and Linguistics. They are in good academic standing, have been sent an Intent to Graduate form, has A. Guenther-Pal as advisor, earned 204 units, has 3 transfer units from another university, and 6 transfer units from AP/IB/A-Level.

Program B.A. Degree Program **Majors** German, Linguistics **Classification** Senior **Academic Standing** Good Standing **Degree Status** Sought

Graduation Status Sent Intent to Graduate **Academic Advisor(s)** A. Guenther-Pal **Units Earned** 204 **Transfer Units from Another Institution** 5

Transfer Units earned through AP/IB/A-Level 6

The next block includes a degree progress block and Degree GPA. Also, you can change your view of the audit and exclude in-progress or preregistered courses if desired. The date at the top of the screen will tell you when the audit was last refreshed. The audits update overnight. If you think new information might now be available in Banner that needs to be reflected, click process and the audit will update.

The next block is the degree block that includes the overall catalog requirements similar to what is included in the Voyager Degree Summary. Note: The units applied in the degree block includes registered courses.

Degree in Bachelor of Arts INCOMPLETE

Units required: 216   Units applied: 204   Catalog year: 2013-14

Note: Click here for more information for transferring credit from another institution.

○	Minimum Total Units Required	Still needed:	You currently have 204 units including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 12 additional units and all graduation requirements.
✓	Minimum Units Earned from Lawrence University		
○	Last 54 Units from Lawrence University Unless Major is Complete (see Note above)	Still needed:	You have 49 units.
✓	Minimum Units at the 200 Level or Above		
✓	Student has attended at least six terms at Lawrence University		
✓	Minimum 2.0 Degree GPA met		
✓	FIRST YEAR STUDIES		

The next several blocks include GER requirements, major requirements, minor requirements, and IA requirements. If a student does not have a declared major, it will be noted as undeclared with guidance on how and when to declare. Included in this block is a link to the major declaration form for a student to complete.

Major Not Yet Declared INCOMPLETE

Catalog year: 2019-20   GPA: 0.000

○	MAJOR NOT YET DECLARED	Still needed:	Our records indicate that you have not yet declared your intended major. Students must declare a major prior to the end of their sophomore year. You are welcome to use the What-If functionality of Degree Works to explore various options. To declare your intended major(s) and/or minor(s) or IA(s), please submit a Major, Minor, IA Declaration Form. You are also welcome to use the GPA calculators and the Planner functionality of Degree Works until your major has been declared.
			Click on this link to access the Declaration Form.

Once a student has declared their major/minor/concentration, there will be a specific block for each major/minor/concentration. You will see the major block includes a GPA. This GPA is for the major only. The minor block also has a minor GPA included.

Major in Gender Studies INCOMPLETE

Catalog year: 2020-21   GPA: 3.666

Students cannot leave Lawrence to complete final requirements until all major requirements have been satisfied.

		Course	Title	Grade	Units	Term	Repeated
⊘	Minimum Major GPA of 2.0 Required						
⊘	INTRODUCTION TO GENDER STUDIES	GEST 100	INTRODUCTION TO GENDER STUDIES	A-	6	Fall Term 2020	
◑	METHODS IN GENDER STUDIES	GEST 240	METHODS IN GENDER STUDIES	REG	(6)	Winter Term 2022	
○	QUEER THEORY OR INTERSECTIONAL FEMINIST THEORIES	**Still needed:**	1 Course in **GEST** 300 or 301				

There is also an Elective Units Block. These are classes that currently do not plug into the audit. We will work with you more on how to communicate "Requests for Exceptions" later in this document.

Elective Units

Units: 52   Courses: 12

Course	Title
CMSC 150	INTRO TO COMPUTER SCIENCE
ECON 100	INTRODUCTORY MICROECONOMICS
EXAM 36	AP ENGLISH LANGUAGE & COMP
	Satisfied by: AP - - Credit by Exam

Some students might have an Insufficient Block. These would be courses that the student attempted, but did not successfully complete. They have a W, U, or F grade in these classes.

Insufficient

Units: 0   Courses: 1

Course	Title	Grade
MATH 130	APPLIED CALCULUS II	F

You might see a block called Over the Limit. This includes classes that cannot count towards the 216.

Over The Limit
Units: 2   Courses: 2

| Course	Title	Reason	Grade	Units	Term
MURP 301	FUNC SKILLS FOR KEYBD MAJRS I	Max of zero classes/credits exceeded	A-	1	Winter Term 2009
MURP 302	FUNC SKILLS FOR KEYBD MAJRS II	Max of zero classes/credits exceeded	B	1	Spring Term 2009

The is an In-progress and Registered block that lists all courses the student is currently taking and those they have officially added to their schedule for future terms. These courses are also applied in blocks above in the audit.

In-progress and Registered
Units: 54   Courses: 9

Course	Title	Grade	Units	Term
ANTH 306	ANTHROPOLOGY OF GENDER	REG	(6)	Fall Term 2021
FIST 100	INTRODUCTION TO FILM STUDIES	REG	(6)	Fall Term 2021
SPAN 330	INTRODUCTION TO FILM	REG	(6)	Fall Term 2021
ARHI 370	GENDER AND SEXUALITY IN ART	REG	(6)	Winter Term 2022
ART 100	INTRODUCTION TO 3D ART	REG	(6)	Winter Term 2022

The ellipsis at the top right under your name includes options that are helpful for students and advisors:

Angi Long

GPA Estimator

Academic History

Request For Exception

Notes
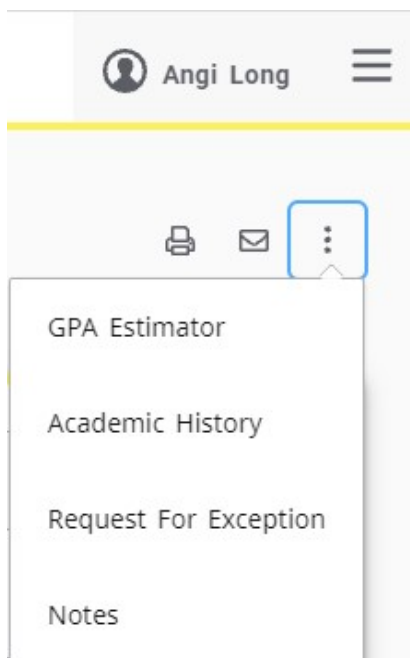
GPA Estimator

GPA Estimator will help a student predict the grades they need to earn to reach a specific GPA goal. This is only an estimator and does not take into consideration repeated courses and S/U masks that have not yet been applied.

Academic History

Academic History lists lists the student's courses in order by term.

Academic History

Fall Term 2013

| Course	Title	Grade	Units
EXAM 36	AP ENGLISH LANGUAGE & COMP	TR	6
	Satisfied by: AP - - Credit by Exam		
FRST 100	FRESHMAN STUDIES	B-	6
GER 202	INTERMEDIATE GERMAN 2	B+	6
LING 150	INTRODUCTION TO LINGUISTICS	A-	6
THAR 355	THEATRE PRODUCTION LAB	S	1
WAIV 1	FOREIGN LANGUAGE B.MUS	TR	0
	Satisfied by: WAIVED - - Lawrence University		

Winter Term 2014

Course	Title	Grade	Units
FRST 101	FRESHMAN STUDIES	A-	6
GER 285	ADV COMPOSITION & CONVERSATION	C	6
LING 340	INTRODUCTION TO SYNTAX	C+	6

Request for Exception *(initially called Completions)*

Request for Exception is the area advisors will submit requests to allow courses or exceptions to major/minor/IA requirements.

The ellipsis at the top right under your name includes options that are helpful for students and advisors. If you want to force a requirement to be completed you can use the Request for Exception link here. Once you submit the Request for Exception, it will appear as a task for the Registrar's office to process. Once we process the exception, it should show as desired in the audit. If we do not have enough information to process the exception, we will reject the exception with tips on how to resubmit.
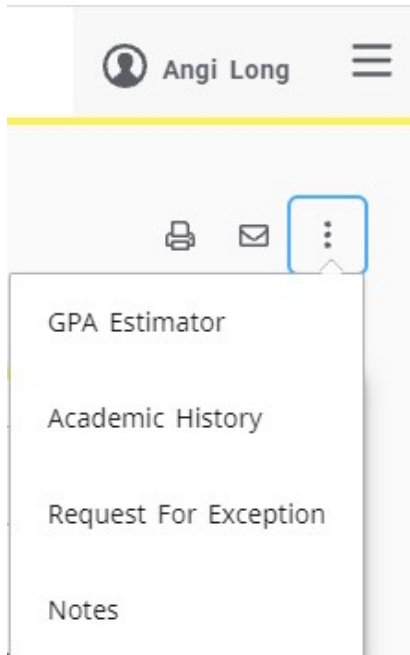
Select ADD A NEW REQUEST FOR EXCEPTION and use the description box to submit the request to the Registrar's office for processing.

Tips for Requests for Exceptions:

1. **<u>Be brief</u>**- Limit the number of words in each request for exception. A lengthy description is not necessary. If this is complicated, an email can be sent to degreeaudit@lawrence.edu for further guidance on how to submit a Request for Exception.

   Example:

YES	NO
Substitute GLST 399 Fall 2021 for GLST 280 in major requirement	Hello, Larry University took an independent study in GLST 399 this year since the original class would not work in his schedule. This course covers the same basic content so we decided to allow this class to fulfill the requirement in the major. Thanks! Have a great day! Go Vikings!

2. Although we want the info to be brief, **<u>please include enough information</u>** to ensure the Registrar's Office applies the exception properly. All transfer work (AP/IB/A Level excluded) has been brought in over the years with a subject code of TRCR and course number of 1, 2, 3, etc. per institution. This means a student with transfer work from multiple schools would have multiple courses with TRCR 1 on their record. It will be imperative that the requests for exception are clear enough for the Registrar's office to know which course and exactly which requirement it should meet. Include title and/or school with the request.

YES	NO
- TRCR 1 Principles of Biology from UW Superior is approved to meet BIOL 150 in the BIOL major - TRCR 1 US Hist to 1865 from Bay de Noc CC is approved to fulfill the any level history elective in the History minor	- TRCR 1 approved to meet a lower level Biology requirement - TRCR 1 approved to meet any History requirement

3. **<u>Submit only one substitution/waiver per request for exception</u>**. We can only process one exception per submission.

YES	NO
- Request for Exception 1: Substitute ART 230 for ART 240 in the minor - Request for Exception 2: Waive Math 140 in the major	Request for Exception: Substitute ART 230 for ART 240 in the minor and waive MATH 140 in the major.

4. **Requests for Exceptions are for major/minor/IA requirements only**.

YES	NO
- Email degreeaudit@lawrence.edu with any questions regarding overall degree requirements. - Email degreeaudit@lawrence.edu with questions about unfulfilled GERs the student/advisor feel should be met or waived by a course/AP/IB work already completed. - If a student wants a transfer course to fulfill a GER, they will use the LU petition process.	- Do not use the Request for Exception process to ask questions or correct overall degree requirements. - Do not request GER subs/waivers through the Request for Exception process.

5. **Submit Requests for Exceptions as they are identified.** "the sooner, the better!"

YES	NO
- Advisor notices as soon as a student declares their major that 2 courses to be used in the major are falling to electives. The advisor submits 2 request for exceptions right away. - An advisor agrees a student can take a class in their major in place of a required class, the request for exception is submitted at the time it is decided.	- Do not wait until a student's final term to submit all major/minor/IA exceptions. We understand as Degree Works originally rolls out, this will be harder to manage. As time goes on though, advisors should be able to submit the exceptions as they are determined - If the advisor goes on leave, sabbatical, or leaves the university, the agreed sub will already be in place on the audit. Exceptions can be submitted prior to the course being completed. Just be aware if the student decides to take the required course rather than the sub, an additional request for exception will be needed to remove the original exception.

Notes

There is also a Notes section under ellipsis at the top right under your name.
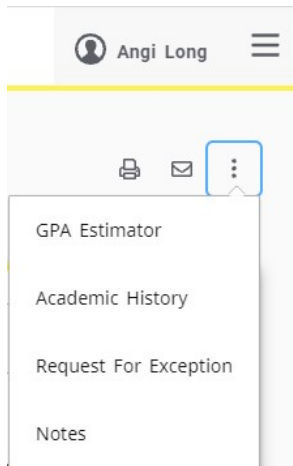

This is a space advisors, department chairs/program directors, CAS, financial aid, and Registrar's office can make notes on important items or meetings regarding the student's academic plan.

These notes are part of the student's permanent academic record and viewable by anyone with access to the student's record and the student. Please take care when adding notes. They are not removable by the advisor. This will be a great place for advising notes to follow the student if they switch advisors or have multiple majors/degrees.

Select ADD A NEW NOTE
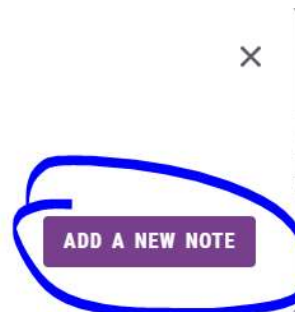
There are some predefined notes stored that you can use if you desire. We can add new predefined notes if desired. These predefined notes are accessible by all users and must be created by the Registrar's office. If desired you can send a request to degreeaudit@lawrence.edu. This is a free form text box so you can add custom information. Once it is entered, you will select SAVE NOTE.

You will see a screen that says Note added to audit. Then, the notes are viewable at the bottom of the audit.

Notes

Description	Created on	Created by
We will have a follow up meeting about spring classes on November 17, 2021 at 5:00	11/12/2021	Long, Angi
Student was advised to register for the following courses in winter 2022: UNIC 122, FRST 101, PSYC 100	11/12/2021	Long, Angi

View Options- Jumping, Streamlining, Collapsing

Degree Works is designed for students and advisors to track requirements needed for degree completion. Since there are a lot of requirements and we are working to illuminate everything a student should do to complete, the audits can be lengthy. Below are a few tips to navigate through the audit with less scrolling and streamline the view options. These can be very helpful for advisors that are very familiar with Lawrence degree and specific major requirements. However, it is important to use the expanded views to follow guidance to clarify requirements that might not be as familiar.

Jumping- The blue links at the top of the audit will allow you to jump to specific blocks within the audit. For example, if you want to jump to the Major in Economics section in a student's audit you can click on the blue link and it will drop you directly to the major block. [Note: Blue always indicates it is a link of some sort.]

Streamlining- Under the Academic and What-If tabs, there is a Format box. If you toggle and select Registration Checklist and then PROCESS, it collapses the audit significantly for a more streamlined view.

Collapsing/Expanding- There is also a Collapse all option on the right side of your screen just below the Format box mentioned above. It allows you to collapse everything. You can then open only the desired block. This is helpful for students that have multiple majors/minors/concentrations. To expand one block just click on the drop-down arrow in the block. To open it back to the itemized view, simply change the Collapse All to Expand All.

What-If

You can dig into the What-If scenario if you are feeling adventurous. It is located just above the Degree Progress gauges. This will allow a student and advisor to see how classes will plug into specific requirements "IF" they declare a specific major or minor. You can also test the what-if with specific courses with no changes to the major/minor. This can be tested on any student- major or no major. It does require you to enter the degree code and catalog year.

Academic | What-If | Financial Aid

Format
Student View

Degree progress

83%   100%

Requirements   Units

Cumulative Degree GPA

2.433

If you want to use the current major/minor, but test with potential courses, you will need to select the Use current curriculum box. In the snip below I want to use the current major/minor the student already has declared, but I want to know how ARHI 101 and FIST 318 will plug into the audit if the student decides to register for the courses. I already added ARHI 101 and here I need to select Add to test it with FIST 318 also. Once I select ADD, I will then select PROCESS.

What-If Analysis

☑ Use current curriculum   ☑ In-progress classes   ☑ Preregistered classes

Future courses

Subject
FIST

Number
318

ADD

ARHI 101 ✕

RESET   PROCESS

If I want to do a What-If with a different major, I will leave the Use current curriculum box unchecked. I must select a catalog year and degree. Then, I can select major, minor, and/or concentration. You can test degrees, major, minors, concentrations, and different catalog years.   More information on catalog years is below. In the snip below I want to test this student's courses with the Film Studies major.

What-If Analysis

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

Program

Catalog year *
2021-22

Degree *
Bachelor of Arts

Areas of study

Major *
Film Studies

Minor

Concentration

Additional areas of study

Future courses

Subject

Number

ADD

RESET PROCESS

If I want to add a second major, I would select the Additional areas of study and select ADD.

What-If Analysis ∧

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

Program

Catalog year * 2021-22 ∨	Degree * Bachelor of Arts ∨

Areas of study

Major * Film Studies ∨	Minor ∨	Concentration ∨

Additional areas of study ∧

Major East Asian Studies ∨	Minor Data Science ∨	Concentration ∨

CANCEL   **ADD**

+

If I want to test the new majors with specific courses the student is considering, but not yet registered for, I would enter subject and number under Future courses, select ADD and PROCESS. Based on the checkboxes at the top of the What-If screen, any classes the student is currently taking or registered for while show in the audit. If you want to exclude all of these, you can uncheck the boxes above.

Areas of study

Major * Film Studies ∨	Minor ∨	Concentration ∨

Additional areas of study ∧

Major: East Asian Studies **Minor:** Data Science ✕

+

Future courses

Subject MATH	Number 200	ADD

RESET   **PROCESS**

Once you select PROCESS, the What-If Audit will show on your screen. To go back to the original audit, simple click on Academic just above the degree progress gauges.

Catalog Years

During implementation, a Degree Works employee built out all of our audits initially. They used our 2020-2021 catalog. We then will work with the catalogs each year to create updated major/minor/concentration blocks if the requirements change. If a student began at Lawrence prior to 2020-2021, their catalog year assigned in Banner is probably their admit year. Since we did not build out catalogs prior to 20-21, their requirements might vary from the audit attached to them. [NOTE: We can build out older catalogs for majors/minor with significant changes. This would need to be requested at degreeaudit@lawrence.edu. Depending on the complexity of the audit, it might take 2-4 weeks to build new audits.]
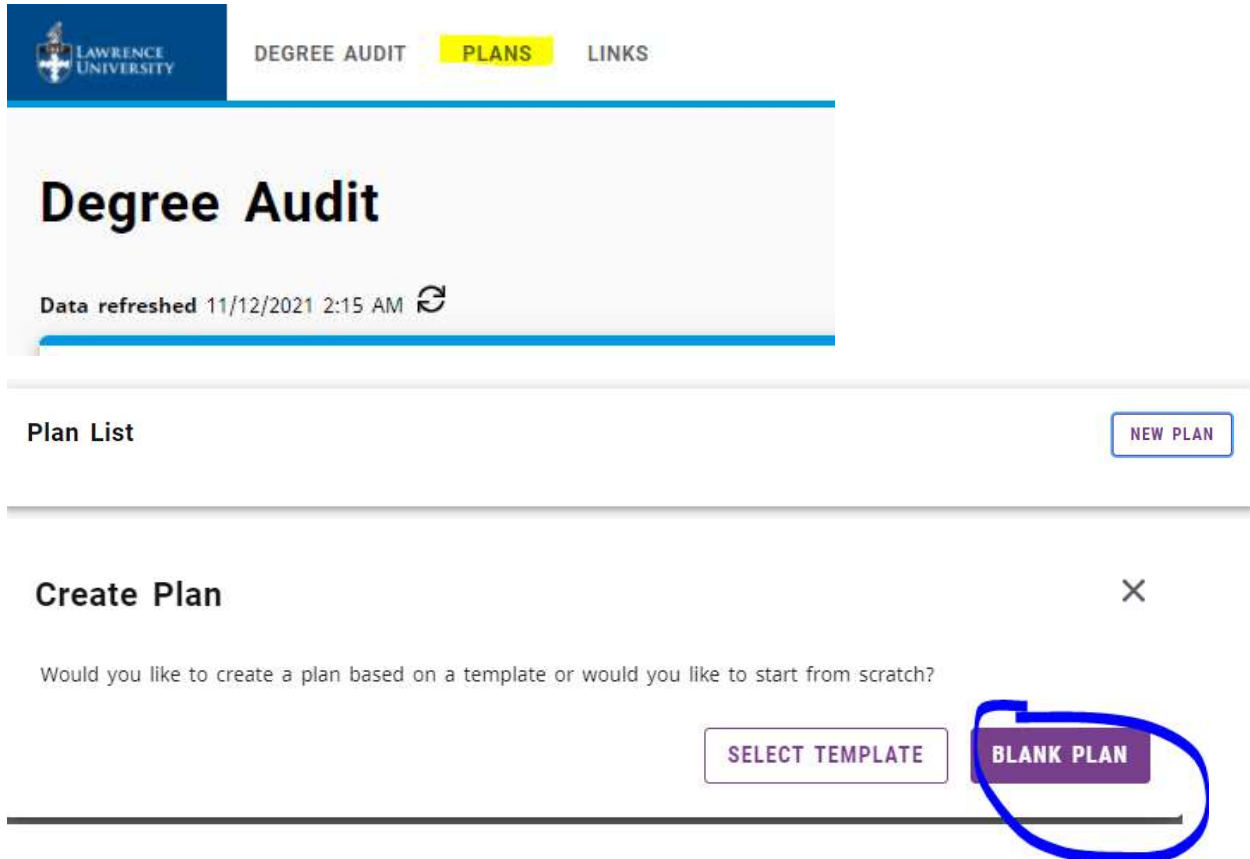
Students can choose a newer catalog year if they desire. However, all of their major/minor/IA requirements must come from the same catalog year. If one of the requirements is slightly different in the new catalog, the advisor can choose to do a Petition for Exception for that requirement. However, a student cannot select any major/minor combinations that do not exist in the same year.

Example: A student cannot be a double major in GEOL and ENSC. GEOL ended a couple of years ago and was replaced by GEOS. ENSC was added in 2021-2022. So, the student would need to work with their advisors to see if GEOS and ENSC under the 21-22 catalog will work for the classes they have taken.

Students can request a new catalog year by completing the Request to Change Catalog Year form. Also, on the major declaration form, they must indicate what catalog year they plan to use for the desired majors/minors/IAs.

PLANS

The Plans piece of DW was recently added in the past week. Additional documentation on using Plans will be coming soon. Feel free to explore in the meantime. We do not have any templates created so you would select BLANK PLAN and a future term as the starting term. You must create a description. Do NOT check Active and Locked just yet.

Click the 3 horizontal lines to bring up needed courses for the student. You can then drag and drop them into desired terms. Use the left and right arrows to go to Still Needed to see which courses a student needs. You can move to the course list if you want to search for a specific course that is not in the Still needed section. You can drag and drop Still Needed Courses into Terms. You can add more terms by selecting the ADD TERM button. We will continue to add to this Plan documentation in the days to come. In the meantime, feel free to explore and send feedback to degreeaudit@lawrence.edu.

Still Needed

General Education Require...

INTERNATIONAL DIVERSITY ›

Music Education Core Requi...

ETHNICITY, CULT DIVERS, ... ›

SOCIOLOGY OF EDUCATION ›

EDUCATING ALL LEARNERS... ›

Still Needed

General Education Require...

INTERNATIONAL DIVERSITY ›

Music Education Core Requi...

EDUCATING ALL LEARNERS... ›

CONDUCTING PRINCIPLES ›

ADV METHODS IN TEACHI... ›

ADD TERM

WintTrm 2022
Units: 6.0

+

EDST 440
Units: 6.0

+

SprTrm 2022
Units: 6.0

+

EDST 350
Units: 6.0

+