

# DegreeWorks

Spring 2017

DegreeWorks is a comprehensive, easy-to-use, web-based academic advising /degree audit tool that helps students and their advisors successfully navigate curriculum requirements. It is an Ellucian product that is integrated with Banner information to provide powerful academic planning tools and real-time counseling capabilities, giving students meaningful and consistent direction and providing advisors with up-to-date curriculum information.

## How do you access Degree Works?

You can access DegreeWorks by logging into your Appalnet account and then clicking on the DegreeWorks logo.

Tutorials can be found on the web at: <http://degreeworks.appstate.edu/overview/tutorials>

### Key Points:

- Only students following catalog years 2009-2010 and later will be found in DegreeWorks.
- Double majors/degrees are on separate worksheet pages. Click the down arrow in the Degree box at the top of the worksheet to see the other major.
- If a student's degree information in DegreeWorks is incorrect it must be corrected in Banner. Students need to submit changes of major, minors, or catalog years to the Dean's Office. The form can be found online at: <http://cas.appstate.edu/students/student-forms>
- Students need to select their General Education theme(s) in their Appalnet accounts in order to simplify what their worksheet looks like. Once in their Appalnet account, they can select their theme(s) by going to "Self Service" and "Student" Tabs. Please remind them to do this. Please remind them to do this.
- Some changes can be seen if you click on the **PROCESS NEW** button. Otherwise, any change made to Banner or DegreeWorks will show up after the overnight automatic update.
- If there are requirements that you feel should be met that DegreeWorks is not showing as complete, please contact the appropriate staff member in the Dean's Office as indicated in the box to the above. [If the exception needs to be made in the General Education, you should contact Kristin Hyle in General Education (hylekm)]. We will review the issue to determine if an exception needs to be made.
- **NOTES function:** Advisors can leave notes on their sessions with students and these notes are permanently accessible to anyone who reviews the worksheet. (If a student's audit has notes, they are found at the very bottom of the audit.) You must always click on PROCESS NEW after saving a note or it will not be visible on the worksheet. You should review this area when working with students to check for notes left by the Dean's Office or other advisors.

**Main Office: 262-3076**

### For questions regarding students with last names:

A-D x3131	Misty Pitts pittsma
E-K x7608	Kendra Craven cravenkn
L-Q x8630	Tina Beshears beshearskk
R-Z x3077	Diana Nelson nelsondj

Workshops are offered to better acquaint you with DegreeWorks and its functions. Watch for announcements from the Dean's Office.

### May 2017 Commencement Information

Friday, May 12, 2017

- 11:00 a.m. Reich College of Education at Holmes Convocation Center
- 2:00 p.m. Hayes School of Music at Rosen Concert Hall
- 5:00 p.m. Beaver College of Health Sciences at Holmes Convocation Center

Saturday, May 13, 2017

- 9:00 a.m. College of Fine & Applied Arts at Holmes Convocation Center
- 1:00 p.m. Walker College of Business at Holmes Convocation Center
- 5:00 p.m. College of Arts & Sciences at Holmes Convocation Center

\*Graduate students will attend the college ceremony represented by their major field of study.