

DegreeWorks Updates

SPRING 2017

Do you ever review a DegreeWorks worksheet and think it just isn't quite right? Do you wonder why the notes you wrote aren't showing up? The data in DegreeWorks are pulled from Banner, the student information system. All data in Banner are the official record. If there is something in DegreeWorks that the student thinks is incorrect, it could be the student has not changed the official record in Banner.

How Banner changes are updated in DegreeWorks

As students change things, Banner is updated. These Banner changes (e.g., major, minor, catalog year, etc.) are pulled into DegreeWorks one of two ways. First, DegreeWorks reviews Banner data nightly for changes and updates the worksheet with these data. Second, some data don't get updated with the overnight IT job, and these data must be pulled in manually with a "refresh."

What can you do to manually update DegreeWorks

When you see a worksheet in DegreeWorks that you think is not quite right (i.e., wrong major, minor, or catalog year), your first step should be to REFRESH the data from Banner. This is done by clicking on the REFRESH button at the very top of the worksheet. It looks like this:



While the REFRESH button will bring in new data from Banner, these data will not be shown on the DegreeWorks worksheet until you also click on

Process New

What about missing advising notes?

If you have written advising notes but don't see them at the bottom of the worksheet, you need to PROCESS NEW. Always use the 2-step process for saving notes by clicking SAVE and then PROCESS NEW.

MAIN OFFICE 262-3076

FOR QUESTIONS REGARDING STUDENTS WITH LAST NAMES:

A-D **MISTY PITTS**
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E-K **KENDRA CRAVEN**
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L-Q **TINA BESHEARS**
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R-Z **DIANA NELSON**
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What constitutes full-time enrollment?

An undergraduate student must take 12 semester hours during a regular semester in order to be classified as full-time.

While 12 hours is considered full-time, students should be aware that in order to reach 122 hours in 8 semesters (4 years of regular fall/spring attendance), they should average 15.25 hours per semester! Remind students to take enough hours each semester so they can Finish in Four!