

Module2C: Degree Works (DW)

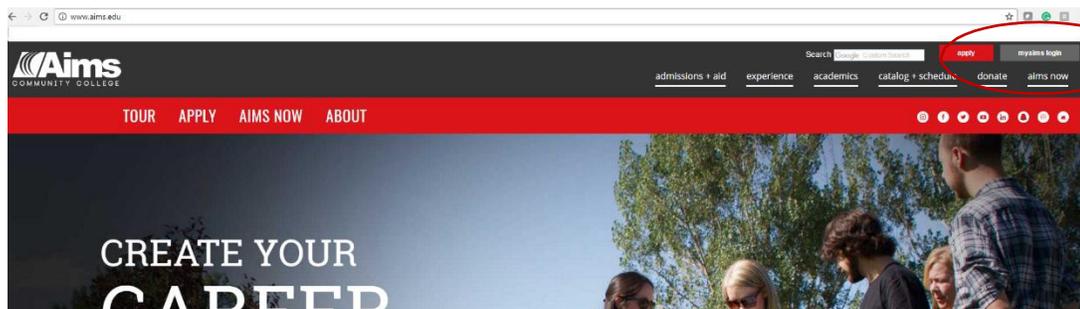
Degree Works is a degree audit software that provides Aims Community College with tools to assist advisors with their student’s graduation goals in mind. Students can use Degree Works to help create the perfect schedule and graduate in a timely manner.

Degree Works Benefits:

For Students		
Real-time advice	More personalized advising	Improved completion rates and time to graduation
Interactive “What If?” scenario planning	Improved retention and graduation rates	Robust analytical and decision support tools
More transparent course and credit transfer	More transparent transfer articulation	
Easy access to related services and advice	Clear and consistent degree plans	
	More timely degree certification	

* <https://www.ellucian.com/Solution-Sheets/Ellucian-Degree-Works/>

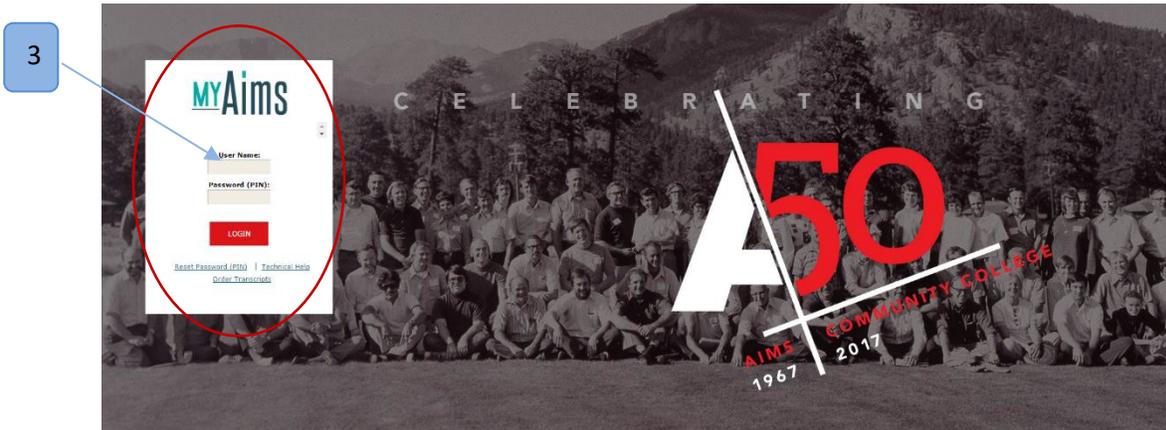
How To: Log In



Step 1: Open a browser: Type www.aims.edu into the address bar.

Step 2: Click on the MyAims login.

Step 3: Using your Aims user ID and password log into MyAims.



How To: Access Degree Works

Step 1: Click on the "Student" tab OR "Faculty" tab



OR

Step 2: Click on "Degree Works (Graduation Self-Check)"



Degree Worksheet - This is a view of a student's academic progress, demographics, advising PIN, certificate/degrees awarded, degree declare/major, classification, cumulative GPA, academic standing, Satisfactory Academic Progress (SAP) status/FA, and holds. This allows users to determine which requirements for the degree are met or in progress and a whole lot more.

Section 1: Student Search

If you do not have a student's Aims ID number (A#) you may search for the student by name using the "Find" button. The pop-up window will provide you with the following options to find a student.

"Find" Button

A new window will open and you will be able to put in some identifying information.

ID	Name	Degree	Classification
<input checked="" type="checkbox"/> A00263101	Aardvark, Arthur	AGS	Freshman
<input checked="" type="checkbox"/> A00332218	Aardvark, Artianna	AGS	Freshman

***Best to use First and Last Name information, but if you have a specific caseload (ex: Business Tech AAS) you could search from that list of degree/program declared students and select your student to work with from there.

Be sure to only select your student you will be working with and deselecting all others. Once you have unchecked and checked the student you will be working with click "OK."

Section 2: Student Demographic Information

Now you've selected a student be sure to confirm you're working with the right student. This is a great opportunity to ask the student, "What do you plan to study?" This is an opportunity to verify the student's academic goals match what we have in the system. If not, you will want to direct the student to complete a "Change of Information" form or have the complete "Change My Major" in MyAims. **Please note: Any changes to major occur after drop will be effective for next term.**

The screenshot shows the Aims Community College Student Self-Service interface. At the top, the Aims logo and the slogan "The right choice at every step" are visible. The main header is "Student Self-Service". Below this, there are search and filter options for Student ID, Name, Degree, Classification, and Last Audit. The student information for Arthur Aardvark (ID: A00263101) is displayed. The "Degree" dropdown menu is highlighted in yellow and labeled "Verification Spots". Below the student information, there are tabs for Requirements, Worksheets, What If, and Look Ahead. The "Format" dropdown is set to "Student View". The "View" button is highlighted. The "Aims Programs Awarded" and "Registration Holds" sections are highlighted with blue boxes and arrows pointing to explanatory text.

Student View		AA68DWIM as of 03/02/2018 at 12:13	
Student	Aardvark, Arthur	Degree	Associate of General Studies
ID	A00263101	Major	Exploring Career & Technical
Gender	Male	Classification	Freshman
Age	118	Overall Undergraduate GPA	0.000
Advisor		Academic Standing	No Standing
Alternate PIN		SAP Status - Financial Aid	
Aims Programs Awarded		Registration Holds	Returned Mail (A&R Office) No Reg - see Studn Succes Cntr

Please note: The "Degree" pull down can be used to confirm if the student is declared in two different degree/majors.

In these locations one could verify that a student has a PIN (registration hold) that will prevent them from making any registration additions/changes. Under "Registration Holds" this will give a brief description of a hold(s) that the student may have that they will need to take care of prior making any additions/changes to registration. Both areas may require a visit with an Academic Advisor.

This is where you will see any previous degrees from Aims awarded. Please note: A student **CANNOT** be awarded two Associates of Arts (AA) or two Associates of Science (AS) degrees. However, a student can obtain an AA and AS degree.

Section 3: Degree Progress

Monitors student academic process through each completed area.



Section 4: Degree Declared

If a student is declared in a State Articulation Agreement, it is important to check the Colorado Department of Higher Education's (CDHE) website for the most up-to-date update/changes that may have taken place. **CDHE Transfer Guides:**

<https://highered.colorado.gov/academics/transfers/TransferDegrees.html>

Associate of Science						Academic Year: 2016-2017 GPA: 2.571
AS Degree Requirements						Credits Required: 60
Still Needed: See AS Degree Requirements section						
AS Degree Requirements						
Minimum 60 Credit Requirement						Still Needed: A minimum of 60 credits are required for an AS degree. You currently have 20 credits completed and/or in-progress. However, your general education and major rules may require that you complete more than the minimum of 60 total credits.
Minimum 15 Credits at Aims College						
Minimum 2.000 GPA Requirement Satisfied						
General Education Requirements						Still Needed: See General Education Requirements (AS) section
Elective Requirements						Still Needed: See Liberal Arts Major AS section
Graduation Application this Declared Program Not Found						Still Needed: You need to apply to graduate during the term PRIOR to your planned graduation term. Click here for deadlines and to start the graduation application.
General Education Requirements (AS)						
ENGLISH COMPOSITION: 6 CREDITS						
English Composition I						ENG 121 English Composition I [CO1] B 3 Summer 2017
English Composition II						ENG 122 English Composition II [CO2] C 3 Fall 2017
ARTS & HUMANITIES/BEHAVIORAL & SOCIAL SCIENCE: 15 CREDITS						
Arts and Humanities: 6 Credits						PHI 112 Ethics [AH3] C 3 Fall 2017 Still Needed: 3 Credits in ART 110 or 111 or 112 or 207 or MUS 120 or 121 or 122 or 123 or THE 105 or 211 or 212 or HUM 115 or 121 or 122 or 123 or LIT 115 or 201 or 202 or 205 or 211 or 212 or 221 or 222 or 225 or PHI 111 or 113 or 114 or 214 or 218 or FRE 211* or 212* or GER 211* or 212* or ITA 211* or 212* or JPN 211* or 212* or RUS 211* or 212* or SPA 211* or 212*
History: 3 Credits						Still Needed: 3 Credits in HIS 101 or 102 or 111 or 112 or 121 or 122 or 208 or 225 or 236 or 243 or 244 or 245 or 247 or 248 or 250 or 251 3 Credits in HIS 101 or 102 or 111 or 112 or 121 or 122 or 208 or 225 or 236 or 244 or 245 or 247 or 248 or 250 or 251 or AGE 102 or

Please note: When advising a student, know what catalog year a student is using when looking at his/her Degree Works declared page. This area also includes the students cumulative GPA and total number of credits required for degree.

Each core area then shows number of credits required and the courses approved for the degree core area. **Example:** Associates Science-Liberal Arts

General Education Requirements (AS)						
ENGLISH COMPOSITION: 6 CREDITS						
English Composition I						ENG 121 English Composition I [CO1] B 3 Summer 2017
English Composition II						ENG 122 English Composition II [CO2] C 3 Fall 2017

Here is an example when there are classes in progress and/or taken already, but there are outstanding credits:

Liberal Arts Major AS						
ELECTIVE CREDITS: 28 HOURS						
All electives must be passed with a C or better.						
Choose 28 Credits From the Following	BIO 111	Gen College Biol I w/Lab [SC1]	B	1	Fall 2017	
	BIO 112	Gen College Bio II w/Lab [SC1]	REG	(1)	Spring 2018	
	MAT 121	College Algebra [MA1]	REG	(1)	Spring 2018	
	Still Needed:	25 Credits in ANT 111 with Attribute SC1 or AST 101* or 102* or BIO 201* or 202* or 204* or 216* or 221* or CHE 111* or 112* or 211* or 212* or CIS 118 or COM 115* or 125* or CSC @ or ENV 101 or GEY 111* or 112* or 135* or 145 or 205 or MAT 122* or 125* or 135* or 201* or 202* or 203* or 215* or 255* or 265* or 285 or MET @ or PHY 111* or 112* or 211* or 212*				

When using Degree Works to look at what classes to select here are a few cool features:

- **Hover with cursor**
This allows the user to hover over the course and view the name of the course and number of credits.
- **Click on the course**
This allows the user to get a little more information about the course itself: description, prerequisites, and history of when it was offered in the past. Why is offered in the past important? Well, there are some courses that are ONLY offered during certain semesters and this could delay graduation.
- **Special Characters**
As an advisor it is important to understand what the "*" and "@" mean:
 "*" = Classes
 "@" = Any classes in this area can be considered.

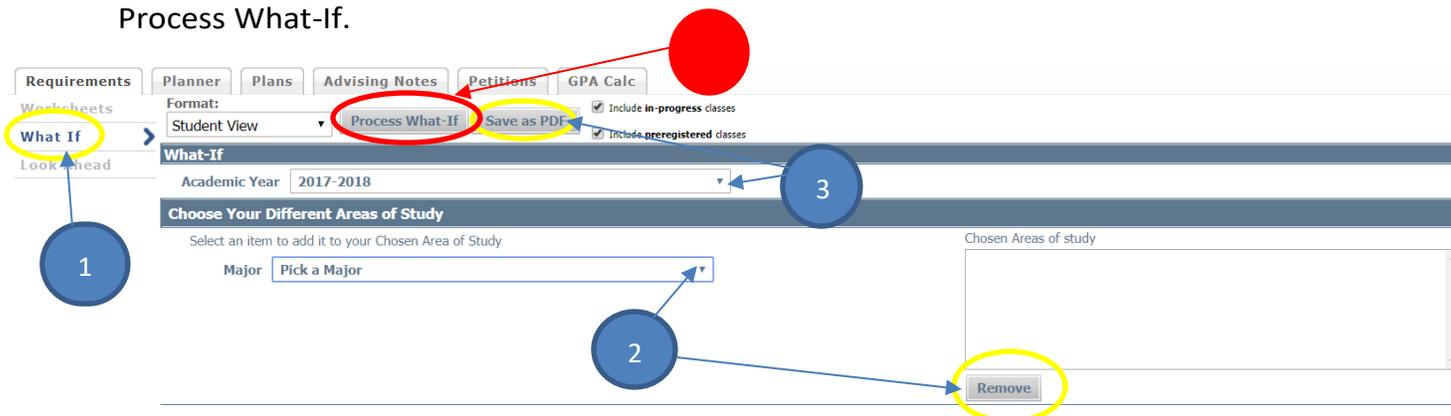
Still Needed: 25 Credits in **ANT 111** with Attribute SC1 or **AST 101*** or 102* or **BIO 201*** or 202* or 204* or 216* or 221* or **CHE 111*** or 112* or 211* or 212* or **CIS 118** or **COM 115*** or 125* or **CSC @** or **ENV 101** or **GEY 111*** or 112* or 135* or 145 or 205 or **MAT 122*** or 125* or 135* or 201* or 202* or 203* or 215* or 255* or 265* or 285 or **MET @** or **PHY 111*** or 112* or 211* or 212*

Example of "Click on the Course" (new window pop up):

CHE 111	5 Credits	Gen College Chem I w/Lab: SC1	Print																																										
<p>Focuses on basic chemistry and measurement, matter, chemical formulas, reactions and equations, stoichiometry and thermochemistry. This course covers the development of atomic theory culminating in the use of quantum numbers to determine electron configurations of atoms, and the relationship of electron configuration to chemical bond theory and molecular orbital theory. The course includes gases, liquids, and solids and problem-solving skills are emphasized through hands-on laboratory experiments. This course is a statewide guaranteed transfer course GT-SC1. Prerequisite(s): (1) CHE 101 or one year high school chemistry equivalent to CHE 101 (A year of conceptual or consumer chemistry in high school does not fulfill this prerequisite.), (2) MAT 055 or higher (except MAT 107, 108, 109, 112, 135, 175) and concurrent enrollment in MAT 121 and completion of CCR 092 or higher. Five credits.</p> <p>Prerequisites: CHE 101 minimum grade of C <i>and</i> (MAT 099 minimum grade of C <i>or</i> MAT 055 minimum grade of C <i>or</i> MAT 106 minimum grade of C <i>or</i> MAT 121^{CC} minimum grade of C <i>or</i> Test EAL with a minimum score of 085) <i>and</i> Test RDG with a minimum score of 040 <i>or</i> CCR 092 minimum grade of C <i>or</i> CCR 093 minimum grade of C <i>or</i> CCR 094 minimum grade of C <i>or</i> REA 090 minimum grade of C <i>or</i> REA 112 minimum grade of C <i>or</i> ENG 121 minimum grade of C) <i>and</i> Test ENG with a minimum score of 070 <i>or</i> CCR 092 minimum grade of C <i>or</i> CCR 093 minimum grade of C <i>or</i> CCR 094 minimum grade of C <i>or</i> ENG 090 minimum grade of C <i>or</i> ENG 121 minimum grade of C <i>or</i> ENG 122 minimum grade of C <i>or</i> ENG 131 minimum grade of C) <i>or</i> MAT 099 minimum grade of C</p> <p>CC indicates the class may be taken concurrently with CHE 111</p>																																													
<p>Attributes:</p> <ul style="list-style-type: none"> GC1 - Chemistry 101 111 group SC1 - GT - Natrl/Phys Sciences w/Lab SCI - Science Core Requirement 																																													
<p>Sections:</p> <table border="1"> <thead> <tr> <th>Term</th> <th>Crn</th> <th>Section</th> <th>Seats Open</th> <th>Course Title</th> <th>Meeting Times</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Fall 2014</td> <td rowspan="2">20958</td> <td>G11</td> <td>-23 (out of 0)</td> <td>Gen College Chem I w/Lab: SC1</td> <td>M Th 13:10 - 15:00 W 13:10 - 16:00</td> </tr> <tr> <td>G12</td> <td>-10 (out of 0)</td> <td>Gen College Chem I w/Lab: SC1</td> <td>M 17:45 - 21:00 W 17:45 - 21:00</td> </tr> <tr> <td>Spring 2015</td> <td>41183</td> <td>G11</td> <td>3 (out of 24)</td> <td>Gen College Chem I w/Lab: SC1</td> <td>Tu 17:45 - 21:00 Th 17:45 - 21:00</td> </tr> <tr> <td rowspan="2">Fall 2015</td> <td rowspan="2">20917</td> <td>G11</td> <td>2 (out of 24)</td> <td>Gen College Chem I w/Lab: SC1</td> <td>M Th 13:10 - 15:00 W 13:10 - 16:00</td> </tr> <tr> <td>G12</td> <td>1 (out of 24)</td> <td>Gen College Chem I w/Lab: SC1</td> <td>M 17:45 - 21:00 W 17:45 - 21:00</td> </tr> <tr> <td rowspan="2">Spring 2016</td> <td rowspan="2">21661</td> <td>G13</td> <td>17 (out of 24)</td> <td>Gen College Chem I w/Lab: SC1</td> <td>Tu 10:10 - 12:00 Th 10:10 - 12:00</td> </tr> <tr> <td>G11</td> <td>3 (out of 24)</td> <td>Gen College Chem I w/Lab: SC1</td> <td>Tu 13:10 - 16:00 Th 17:45 - 21:00 Tu 17:45 - 21:00</td> </tr> </tbody> </table>				Term	Crn	Section	Seats Open	Course Title	Meeting Times	Fall 2014	20958	G11	-23 (out of 0)	Gen College Chem I w/Lab: SC1	M Th 13:10 - 15:00 W 13:10 - 16:00	G12	-10 (out of 0)	Gen College Chem I w/Lab: SC1	M 17:45 - 21:00 W 17:45 - 21:00	Spring 2015	41183	G11	3 (out of 24)	Gen College Chem I w/Lab: SC1	Tu 17:45 - 21:00 Th 17:45 - 21:00	Fall 2015	20917	G11	2 (out of 24)	Gen College Chem I w/Lab: SC1	M Th 13:10 - 15:00 W 13:10 - 16:00	G12	1 (out of 24)	Gen College Chem I w/Lab: SC1	M 17:45 - 21:00 W 17:45 - 21:00	Spring 2016	21661	G13	17 (out of 24)	Gen College Chem I w/Lab: SC1	Tu 10:10 - 12:00 Th 10:10 - 12:00	G11	3 (out of 24)	Gen College Chem I w/Lab: SC1	Tu 13:10 - 16:00 Th 17:45 - 21:00 Tu 17:45 - 21:00
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Section 5: “WHAT IF” Tool

When working with students you may explore other degrees by using the “What If” tool. Click on the drop down list search for a major, select the major and then click Process What-If.



Step 1: Click on the “What If” tool, which will bring you to a screen that looks like above picture.

Step 2: Select “Major” from the pull down menu. Once you’ve selected the “Major” it will appear in the “Chosen Areas of Study” box. As the button below the box indicates, “Remove,” if you selected the wrong “Major” you can click on the “Major” and then click on “Remove.”

Step 3: Select the appropriate catalog year from the pull down menu. Once you’ve reached this step this is a great stopping point if you need to print a clean version of a “What If” Degree Works plan. Select the “Save as PDF.” From here a new window will open and you can select the print icon to print a nice clean version—You’re welcome.

Step 4: Click on the “Process What If” button, this will now change temporarily the view of Degree Works and the requirements for the selected degree. To return to the original view simply click on the “Requirements” button.

Tips When Using “What If”

- Transfer In of courses are lost.
- Substitution Memo’s may not apply.

Section 6: Degree Summary (AA/AS/AAS/AGS/C Requirements Area)

Example: AS Degree Requirements

AS Degree Requirements		Credits Required: 60
<input type="checkbox"/> Minimum 60 Credit Requirement	Still Needed:	A minimum of 60 credits are required for an AS degree. You currently have 20 credits completed and/or in-progress. However, your general education and major rules may require that you complete more than the minimum of 60 total credits.
<input checked="" type="checkbox"/> Minimum 15 Credits at Aims College		
<input checked="" type="checkbox"/> Minimum 2.000 GPA Requirement Satisfied		
<input type="checkbox"/> General Education Requirements	Still Needed:	See General Education Requirements (AS) section
<input type="checkbox"/> Elective Requirements	Still Needed:	See Liberal Arts Major AS section
<input type="checkbox"/> Graduation Application this Declared Program Not Found	Still Needed:	You need to apply to graduate during the term PRIOR to your planned graduation term. Click here for deadlines and to start the graduation application.

***Please note: That this area falls under the “Progress Bar” and if a student does not complete a **graduation application** for the declared degree the students’ progress will indicate an discrepancy in the progress bar percentage.

Section 6: In Progress/Not Applicable/Exceptions/Transfer

In Progress

In-progress					Credits Applied: 9	Classes Applied: 2
BIO 112	Gen College Bio II w/Lab [SC1]	REG	5	Spring 2018		
MAT 121	College Algebra [MA1]	REG	4	Spring 2018		

“In Progress” can be found at the bottom of the Degree Works page. Here you will be able to see what classes the student is current taking during the term and possible future terms (see yellow circle). Also, in this area you will find the number of attempted credits that terms (see orange circle). Finally, you will see out of the number of credits how many classes are there this term (see red circle).

Not Applicable to Program:

Not Applicable to Program					Credits Applied: 18	Classes Applied: 7
AAA 090	Academic Achievemnt Strategies	B	3	Summer 2017		
CCR 094	Studio 121	A	3	Summer 2017		
EMS 121	EMT Fundamentals	A	2	Fall 2016		
EMS 122	EMT Medical Emergencies	C	2	Spring 2017		
EMS 123	EMT Trauma Emergencies	A	2	Spring 2017		
EMS 124	EMT Special Considerations	A	2	Fall 2016		
EMS 170	EMT Basic Clinical	S	1	Spring 2017		

Courses that fall into this category:

Courses fall into this category when they are not required for the declared degree program or are developmental education coursework (MAT050, CCR092, e.tc.). Here you will be able to see what term the course was taken (see yellow circle). As well as the number of credits that do not meet the current declared degree and the number of classes, that was (see red circle). **Please note:** If a student is taking out or plans to take out financial aid there could be a point in the students’ academic career that they may “max out on credits.” Having a conversation with the student concerning maxing out on credits is important, as at some point they will have to pay out of their pocket.

Not Applicable – Insufficient:

Not Applicable - Insufficient					Credits Applied: 5	Classes Applied: 1
CHE 101	Intro to Chemistry I w/Lab:SC1	W	5	Spring 2018		

Courses fall under this category when a student does not pass or withdraws from them. Here you will be able to see what term the course was taken (see yellow circle). As well as the number of credits

that do not meet the current declared degree and the number of classes that was (see red circle).
 Exceptions – Split Credits:

Split Credits				Credits Applied: 14	Classes Applied: 3
BIO 111	Gen College Biol I w/Lab [SC1]	B	5	Fall 2017	
BIO 112	Gen College Bio II w/Lab [SC1]	REG	(5)	Spring 2018	
MAT 121	College Algebra [MA1]	REG	(4)	Spring 2018	

Split Credits will indicate a course that exceeded the minimum credits for a core requirement which created an “overflow” of credits into elective credits. (ie- Core Math requirement= 3 credits, student completed MAT121 which is 4 credits. The credits are “split” between the core math requirement (3) and elective credits (1).

Section 7: Planner

The Planner feature allows students to build a semester by semester plan to complete their degree requirements. Required coursework can be dragged from the Degree requirements area on the left into the planner on the right. Students must name their plan in the Description area prior to saving it. Multiple plans can be saved by giving each a different name. **Please note:** If a student creates a plan as one degree, but later declares something different, the plan is deleted.

The screenshot displays the Aims Community College Student Self-Service Planner interface. The top navigation bar includes 'Student Self-Service', 'FAQ', 'Help', 'Print', and 'Log Out'. The 'Planner' tab is selected, showing a 'Planner Worksheet' for student AN80CMN as of 06/27/2017 at 16:46. The worksheet displays student details (Level: Undergraduate, Degree: Associate of Arts, Classification: Sophomore, College: Aims Community College, Major: AA Liberal Arts, Minor, Overall GPA: 3.300) and degree requirements for an Associate of Arts degree. The 'Student Educational Planner' on the right shows the current term as Summer 2017, description, academic year (2017-2018), and a grid for planning classes. Five blue callout boxes with numbers 1 through 5 point to specific UI elements: 1 points to the 'Planner' tab in the top navigation; 2 points to the 'Description' field; 3 points to the 'Academic Year' dropdown; 4 points to the 'Fall 2017' and 'Fall 2018' class selection buttons; 5 points to the 'Process View' button at the bottom.

- Step 1: Click on “Planner” button
 Step 2: Name the plan under the “Description”
 Step 3: Select the “Academic Year” it will be active
 Step 4: Select the number of semesters needed
 Step 5: Drag and drop a class in from the left or input “SUBJECT_#” and the number of credits.
 Step 6: Notes can be added at the bottom.
 Step 7: “Save Plan”

Section 8: GPA Calculator

The screenshot shows the Aims Community College GPA Calculator interface. The page header includes the Aims Community College logo and the slogan "The right choice at every step". The navigation menu includes Requirements, Planner, Plans, Advising Notes, Petitions, and GPA Calc. The GPA Calculator section is active, showing a "Calculate" button and a table for inputting GPA data.

Current GPA	4.000
Credits Remaining	
Credits Required	
Desired GPA	

There are 3 different grade calculators in Degreeworks: **Graduation, Term, and Advice.**

1. The **Graduation** calculator helps students see what grades they need in their remaining coursework to graduate and achieve a goal GPA at time of graduation.
2. The **Term** calculator helps students see how grades they are anticipating in the current term will impact their cumulative GPA.
3. The **Advice** calculator tells them how many credits of A's or B's they need to raise their GPA to whatever goal GPA they enter.

Graduation

The screenshot shows the Aims Community College GPA Calculator interface, specifically the Graduation Calculator section. The page header includes the Aims Community College logo and the slogan "The right choice at every step". The navigation menu includes Requirements, Planner, Plans, Advising Notes, Petitions, and GPA Calc. The GPA Calculator section is active, showing a "Calculate" button and a table for inputting GPA data.

Current GPA	3.300
Credits Remaining	
Credits Required	
Desired GPA	

Term

Find Degree AA Classification Sophomore Last Audit Today

Requirements Planner Plans Advising Notes Petitions GPA Calc

Graduation Calculator

Term Calculator **Advice Calculator**

Current GPA 3.300
Credits Earned So Far 50

Class	Credits	Grade
MAT 121	4	A [4.000]
PSY 101	3	A [4.000]
SOC 210	3	A [4.000]
Class 4		A [4.000]
Class 5		A [4.000]
Class 6		A [4.000]
Class 7		A [4.000]
Class 8		A [4.000]
Class 9		A [4.000]
Class 10		A [4.000]

Calculate

Advice

Find Degree AA Classification Sophomore Last Audit Today

Requirements Planner Plans Advising Notes Petitions GPA Calc

Graduation Calculator

Term Calculator

Advice Calculator

Current GPA 3.300
Credits Earned 50
Desired GPA

Calculate

Section 9: Class History



The right choice

Student Self-Service FAQ Help

Find Degree AS Classification Freshman Last Audit Today

Requirements Planner Plans Advising Notes Petitions GPA Calc

Worksheets **Format:** Student View View Save as PDF Process New

What If Look Ahead

Include in-progress classes Include preregistered classes

Class History

DWAIMS

When accessing "Class History" just click on the link (see red firework). A new window will appear and will show a class summary per semester and have a break down for term v.s. cumulative credits attempted, credits earned, quality points, graded credits attempted and GPA.

DWAIMS

Class Summary AA68DWJT as of 03/02/2018 at 16:47			
Student	<input type="text"/>	Degree	Associate of Science
ID	<input type="text"/>	Major	AS Liberal Arts
Gender	<input type="text"/>	Classification	Freshman
Age	<input type="text"/>	Overall GPA	2.880
Advisor	Student Success Center, The	Academic Standing	No Standing
Alternate PIN	<input type="text"/>	SAP Status - Financial Aid	Good Standing
Aims Programs Awarded	Emergency Medical Technician (CERT)	Registration Holds	

Fall 2016			
EMS 121	EMT Fundamentals	A	3 Electives section
EMS 124	EMT Special Considerations	A	2 Electives section
Term Credits Attempted	5	Cumulative Credits Attempted	5
Term Credits Earned	5	Cumulative Credits Earned	5
Term Quality Points	20	Cumulative GPA Quality Points	20
Term Graded Credits Attempted	5	Cumulative Graded Credits Attempted	5
Term GPA	4.000	Cumulative GPA	4.000

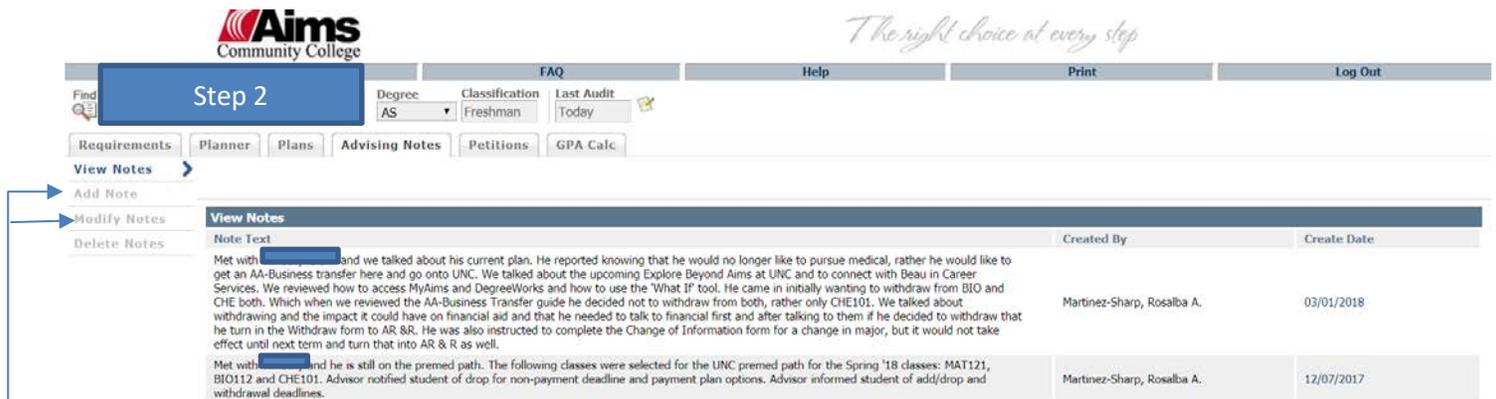
Spring 2017			
EMS 122	EMT Medical Emergencies	C	4 Electives section
EMS 123	EMT Trauma Emergencies	A	2 Electives section
EMS 170	EMT Basic Clinical	S	1 Electives section
Term Credits Attempted	7	Cumulative Credits Attempted	12

Section 10: Advising Log Notes



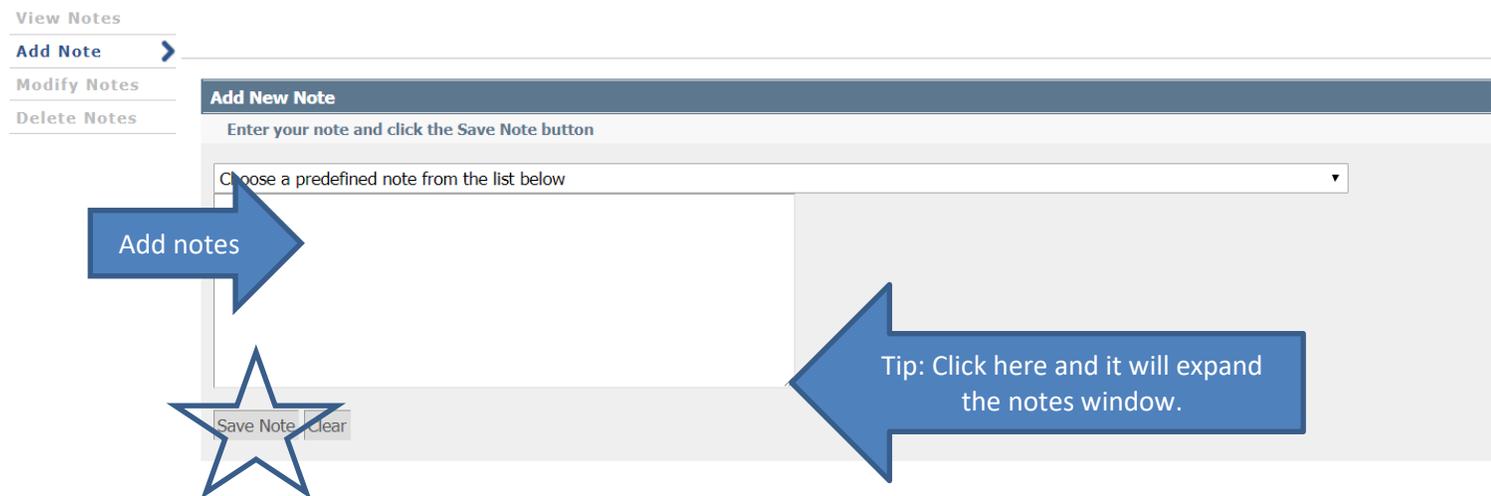
Step 1: Click on “Advising Notes”

Step 2: A new screen will appear



Step 3: Click on “Add Note.” This will be used when a new log note needs to be added to Degree Works. OR “Modify Notes” will be used ONLY in the case where you forgot to include something in your notes.

Step 4: Begin to your notes in the blank space provided. An advisor can also use some of the “Choose a predefined note from the list below” menu.



Step 5: Be sure once you’ve completed your notes to click on “Save Note.” Once you’ve saved your notes you will receive the following screen:

Requirements Planner Plans Advising Notes Petitions GPA Calc

View Notes

Add Note >

Modify Notes

Delete Notes

Your note was added successfully.

You may run a new audit to get your note changes incorporated into the latest audit for the student.

Run New Audit

*****Please note SEIS Advisors ONLY: You need to complete the appropriate SOAAPPT in Banner as well.**

Log Note Tips (See Module 2 Log Notes for more extensive details)

Log notes are used to orient the reader to the student's progress and path, clarify reasons for decisions, and document information provided to the student. With this in mind, log notes should **briefly, clearly, and objectively** summarize the advising session. Key items to include:

- Reason for appointment/session
- Intended major/academic goals, if changed or not already noted
- Recommendations/referrals, such as:
 - Course recommendations by semester
 - Major changes
 - Resources (tutoring, iFocus, MAAPS, etc.)
 - Contact receiving university
 - DAS (Referrals are only made after the student self-discloses a disability—the referral should be noted but not the specific reason.)
 - Personal Counseling (The referral should be noted but not the specific reason.)
- Specific information provided to the student, such as:
 - Transfer guides
 - Need to complete assessment requirements
 - Improve GPA
 - Key dates/events
- Details needed to explain decisions, such as:
 - The student needs evening classes due to work schedule
 - The student chose to take courses that the advisor did not recommend
 - The student opted to take a course outside of their program and study
 - The student could not register for AAA 090 because all sections were full

At times students will share extremely personal or sensitive information that is relevant to the meeting. It is best to use general language in these cases. For example, instead of writing “the student has missed classes due to side effects from a new anti-depressant recently prescribed,” write, “the student has missed class due to personal health issues...” “Advice is like medicine—the correct dosage works wonders, but an overdose can be dangerous.” (McKenzie, 1908, p.11).

Aims Community College has different types of resources available for referral, familiarize yourself with references and when to recommend them. It is also important to remember what can and cannot be put within Degree Works log notes.

Advising Log Notes:

Do	Don't
Student has not had a math class in five years and is concerned about ability to succeed. Discussed the importance of starting math sequencing.	Student is scared of math and is avoiding it.
Student dropped MAT120	Student dropped MAT120 due to unfair grading of policies of instructor.
Referred to financial aid.	First generation college student. Widowed mother. No financial support from family. Referred to financial aid.
Student wanted it noted that he missed two weeks of classes as a result of hospitalization.	Student missed two weeks of classes because of hospitalization for cancer treatment.
I asked the student to return for another advising session when he has prepared a list of courses for next semester.	Clueless
Student may be overextended with classes, work, and activities.	Student should get priorities in order and quit that job!
Student requested tutoring support. Referred to IMPACT and to Peer Coaching services.	Student in financial and academic distress. Referred to IMPACT for help.

Tips:

- When in doubt, leave it out.
- If appropriate, ask student's preference and note that you have done that.
- Describe, do not evaluate.

WHAT IS A STUDENT?

A **STUDENT** is the most important person in any educational institution.

A **STUDENT** is not dependent on us. We are dependent on him/her.

A **STUDENT** is not an interruption of our work. He/she is the purpose of it.

A **STUDENT** does us a favor when he/she enrolls. We are not doing him/her a favor by serving him/her.

A **STUDENT** is a part of our work--not an outsider.

A **STUDENT** is not just a statistic. He/she is a flesh and blood human being with feelings and emotions like us.

A **STUDENT** is a person who comes to us with his/her needs or wants. It is our job to fill them.

A **STUDENT** is deserving of the most courteous and attentive treatment we can give him/her.

A **STUDENT** is the life blood of this and every other educational institution (source unknown).