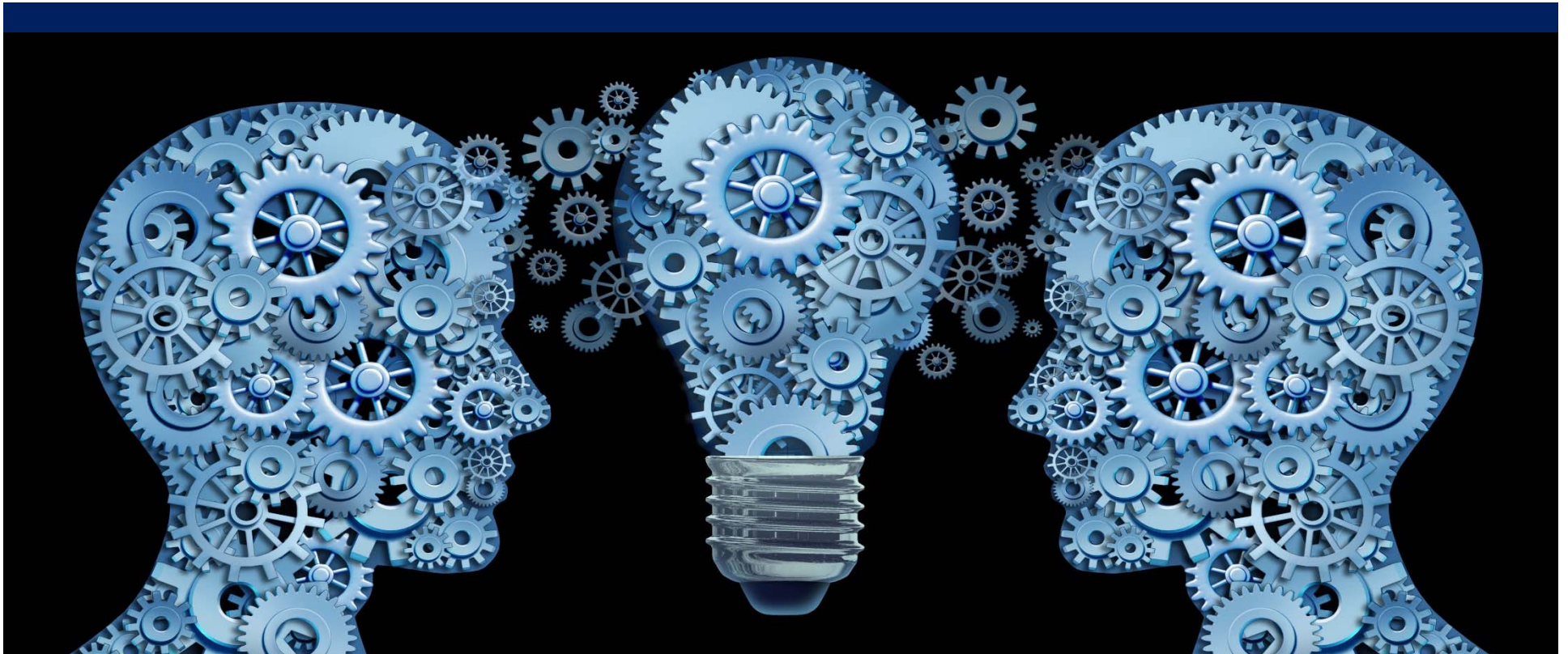


# DegreeWorks Degree Audit

Christopher Pignetti  
Manager



# Objective

Upon completion of this presentation, you will know about:

- The upcoming degree evaluation system which is being implemented to replace CAPP.
- How DegreeWorks will allow advisors and students to track student progress toward degree or award completion.
- A high level overview of the new system functionality and include a DegreeWorks demonstration.



# Agenda

Today's topics will include:

- What is DegreeWorks?
- Benefits of DegreeWorks
- DegreeWorks Programming
- Accessing DegreeWorks
- Sample DegreeWorks Report
- Petitions/Exceptions
- Notes
- Degree Applicable Courses



# What is DegreeWorks?

- New Degree Audit System
  - Stores program and course requirements
  - Compares program requirements against a student's coursework, which may include:
    - Institutional credits
    - Transfer credits
    - Test scores
    - In-progress coursework
    - Individual student petitions/exceptions
      - Substitutions or waivers



# What is DegreeWorks?

- An upgrade from the CAPP system:
  - What if/Look ahead functions
  - GPA Calculator
  - Exportable PDF functionality
  - All data on one page (as opposed to multiple pages in CAPP)



# What is DegreeWorks?

DegreeWorks answers the following:

- What are the requirements for the given program?
- What courses has the student completed or have in-progress?
- Which requirements have or have not been met?
- What courses do (or do not) apply to the program?



# What is DegreeWorks?

Degree Audit tool for advising students:

- In their current program of study;
- Who are contemplating changing their major, adding a minor, etc. “what if” scenarios; and
- Efficient verification of graduation requirements.
- Used in determining degree applicable coursework.



# Benefits of Correct DegreeWorks

- Adherence to NSU's academic policies
- Reduction of errors for degree conferral
- Accuracy for degree applicable purposes for Financial Aid
- Efficient evaluation of a student's progress at any time





# DegreeWorks Setup

- Curriculum used for DegreeWorks is based upon the Student's Catalog year in Banner (SGASTDN).
- DegreeWorks is coded to the Student catalog corresponding to the Catalog year in SGASTDN.
- Deviations from the catalog are generally not allowed in the programming of DegreeWorks.



# DegreeWorks Setup

- Curriculum sheets (finalized) for Fall Term are requested every February and programming begins in early March in advance of Catalog Distribution.
- Coordination is needed with colleges/programs for accuracy of DegreeWorks.
- Less coordination usually equates to less accuracy in DegreeWorks.



# Accessing Degree Works

ellucian®

**Degree Works** • Advising

Enter your user name and password, then click Sign In to continue.

NXXXXXXXXX

●●●●●●●●●●

**Sign In**

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# Accessing Degree Works


## Landing Page

- Gives you the option to query by Student I.D. or other data
- Clicking on “Find” opens a more robust query page



# Accessing Degree Works

## Landing Page

 **NSU NOVA SOUTHEASTERN UNIVERSITY**

Apply for Degree/Diploma

FAQ

Exception Management

Template Management

Find

Student ID

Name

Degree

Major

Level

Class Level

Last Audit

Last Refresh

Worksheets

Planner

Plans

Notes

Petitions

Exceptions

GPA Calc

Admin

**How to find a student:**

- Click the Find button, top left section of page
- Type the NSU Student ID in the Student ID box, OR
- Type the Last and/or First name of the student
- Click the Search button, results will show bottom of page
- Click the OK button, the student's audit will display

**For students, DegreeWorks:**

- Provides real-time advice and counsel
- Speeds time to graduation
- Provides intuitive web access to self-service capabilities
- Streamlines the graduation process
- Allows direct access to multiple related services and advice through hyperlinks to catalog information, class schedules, transcripts, help desk services, and FAQs

**For advisors, DegreeWorks:**

- Supports real-time delivery of academic advice through intuitive web interfaces
- Minimizes errors through consistent degree plans
- Supports more timely degree certification
- Reduces paperwork and manual program check sheets
- Supports and monitors unique program changes

# Accessing Degree Works


## Query Page

- Clicking on “Find” opens up a page giving 14 different data points to query from



# Accessing Degree Works

## Query Page

 **Find Students**

**Student ID**

**First Name**

**Last Name**

**Degree**  
All Degree Codes ▾

**Level**  
All Level Codes ▾

**Class Level**  
All Class Level Codes ▾

**Catalog Term**  
All Catalog Term Values ▾

**Degree Source**  
All Degree Source Codes ▾

**Major**  
All Major Codes ▾

**Minor**  
All Minor Codes ▾

**College**  
All College Codes ▾

**Concentration**  
All Concentration Codes ▾

**Program**  
All Program Codes ▾

**Student Type**  
All Student Type Codes ▾

**Sport**  
No Sport selected ▾

**Academic Standing**  
All Academic Standings ▾

**Student Attribute**  
No Attribute selected ▾

**Advisor ID**

Search

Clear

Chosen Repeatable Search Criteria

Remove

# Accessing Degree Works


- Click on multiple data points in dropdown and it is applied to “Chosen Repeatable Search Criteria”
- In this example it is Biology Major and Chemistry Minor
- Then click on “Search”





# Accessing Degree Works

## Chosen Repeatable Search Criteria

**Find Students**

Student ID

First Name

Last Name

**Degree**  
All Degree Codes

**Level**  
All Level Codes

**Class Level**  
All Class Level Codes

**Catalog Term**  
All Catalog Term Values

**Degree Source**  
All Degree Source Codes

**Major**  
All Major Codes

**Minor**  
All Minor Codes

**College**  
All College Codes

**Concentration**  
All Concentration Codes

**Program**  
All Program Codes

**Student Type**  
All Student Type Codes

**Sport**  
No Sport selected

**Academic Standing**  
All Academic Standings

**Student Attribute**  
No Attribute selected

**Advisor ID**

Chosen Repeatable Search Criteria

MAJOR: Biology  
MINOR: Chemistry

Remove

Search

Clear

# Accessing Degree Works

- The list of applicable students appears on the screen:

Chosen Repeatable Search Criteria

MAJOR: Biology  
MINOR: Chemistry

Students Found: 1

	ID	Name ▲	Degree	Major	Level	Class Level
<input checked="" type="checkbox"/>	NXXXXXXXX	Shark, Susan	BS	Biology	U1	Sophomore


# Accessing Degree Works

- Click “Uncheck All”
- Check the checkbox for the Student Audit you want to view
- Then click “OK” to view the Individual Degree Audit

Students Found: 1						
	ID	Name ▲	Degree	Major	Level	Class Level
<input checked="" type="checkbox"/>	NXXXXXXXX	Shark, Susan	BS	Biology	U1	Sophomore

# Degree Audit Worksheet View

- After clicking “OK” the degree audit will then display:

NSU NOVA SOUTHEASTERN UNIVERSITY

Apply for Degree/Diploma

FAQ

Exception Management

Template Management

Find

Student ID

XXXXXXX

Name

Shark, Susan

Degree

BS

Major

Biology

Level

U1

Class Level


Senior


Last Audit

Today

Last Refresh

Today at 4:25 pm





Worksheets

Planner

Plans

Notes

Petitions

Exceptions

GPA Calc

Admin

Worksheets

History

What If

What If History

Look Ahead

Financial Aid

Aid History

Legend

Format:

Student View

View

Save as PDF

Process New

☒ Include in-progress classes

[Class History](#)

Save

Save this audit with this new description and freeze status

NOVA DWTEST Environment

Student View

Student	Ansari, Ali Zia	Level	Undergraduate Day	Minors	Chemistry Psychology
ID	N01590184	College	Halmos Coll of Nat Sci & Ocn	Transfer Hours	
Classification	Senior	Degree	Bachelor of Science	Academic Standing	
Advisor	Coan, April J	Major	Biology	Holds	
Overall GPA	3.46	Concentration		Student Attribute	





Degree Progress

Requirements

87%


# Degree Audit Worksheet View

- Worksheet View Legend
  - Some Icons you will see on the Degree Audit

Legend	
	Complete
	In-Progress/ Registered
(TR)	Transfer
*	Prerequisite
	Not Complete
	Nearly Complete
	Any Course
@	Discipline/ Number

# Degree Audit Worksheet View

- Below is the Student View
  - You can scroll from the Degree block to other parts of the Audit:


 **NSU NOVA SOUTHEASTERN UNIVERSITY**

**Apply for Degree/Diploma**

**FAQ**

**Exception Management**

**Template Management**

Find 

Student ID  
NXXXXXXX

Name  
Shark, Susan

Degree  
BS



Major  
Biology

Level  
U1

Class Level  
Senior

Last Audit  
Today

Last Refresh  
Today at 3:14 pm



Worksheets

Planner

Plans

Notes

Petitions

Exceptions

GPA Calc

Admin

Worksheets

Format:  
Student View

View

Save as PDF

Process New

☒ Include in-progress classes

[Class History](#)

History

What If

What If History

Look Ahead

Financial Aid

Aid History

Legend

☒ Complete

**Degree in Bachelor of Science**

Catalog Year: Fall 2015 Credits Required: 120  
GPA: 3.31 Credits Applied: 137

☒ 120 Credit Hours Required

☒ 30 Minimum Credit Hours at Nova

☒ Minimum 2.0 Overall GPA met

☒ General Education Requirements

☐ Major Requirements

☐ Minor Requirements

☒ Open Electives Requirement

Still Needed: See **Major in Biology** section

Still Needed: See **Minor in Chemistry** section

# Degree Audit Worksheet View

## Requirements block: General Education

NSU NOVA SOUTHEASTERN UNIVERSITY

Apply for Degree/Diploma      FAQ      Exception Management      Template Management

Find Student ID: NXXXXXXX    Name: Shark, Susan    Degree: BS    Major: Biology    Level: U1    Class Level: Senior    Last Audit: Today    Last Refresh: Today at 3:14 pm

Worksheets    Planner    Plans    Notes    Petitions    Exceptions    GPA Calc    Admin

Worksheets    Format: Student View    View    Save as PDF    Process Now    ☒ Include in-progress classes    Class History


History    What If    What If History    Look Ahead    Financial Aid    Aid History    Legend

☒ Complete  
☐ In-Progress/Registered  
☐ (TR) Transfer  
☐ Prerequisite  
☐ Not Complete  
☐ Nearly Complete  
☐ Any Course

General Education Requirements		Catalog Year:	Fall 2015	Credits Required:	30
30 General Education Credit Hours Required		GPA:	3.70	Credits Applied:	30
<input checked="" type="checkbox"/> Written Composition	COMP 1500 Satisfied by	College Writing	TR	3	Fall 2015
	COMP 2000 Satisfied by	ENC1101 - Composition I - Broward College	TR	3	Fall 2015
		ENC1102 - Composition II - Broward College			
<input checked="" type="checkbox"/> Mathematics	MATH 1200 Satisfied by	Precalculus Algebra	TR	3	Fall 2015
	MATH 1250 Satisfied by	MAC1140 - Pre Calculus Algebra - Broward College	TR	3	Fall 2015
		MAC1114 - Trigonometry - Broward College			
<input checked="" type="checkbox"/> Arts and Humanities	ARTS 1500 Satisfied by	Music Through History	TR	3	Fall 2015
	HIST 1040 Satisfied by	MUL2010 - Music Appreciation - Broward College	TR	3	Fall 2015
		American History Since 1865			
		AMH2020 - History of the U.S. - Broward College			
<input checked="" type="checkbox"/> Social & Behavioral Sciences	POLS 1200	Intro to Political Science	A-	3	Fall 2016
	PSYC 1020	Intro To Psychology	A-	3	Fall 2015
<input checked="" type="checkbox"/> Science	BIOL 4340	Cellular and Molecular Biology	A-	3	Winter 2017
	MBIO 1300	Introduction to Scuba Science	A-	3	Winter 2016

# Degree Audit Worksheet View

## Requirements block: Major (Biology)

NSU NOVA SOUTHEASTERN UNIVERSITY

Apply for Degree/Diploma

FAQ

Exception Management

Template Management

Find

Student ID

Name

Degree

Major

Level

Class Level

Last Audit

Last Refresh

XXXXXXXXXX

Shark, Susan

BS

Biology

U1

Senior

Today

Today at 3:14 pm

Worksheets

Planner

Plans

Notes

Petitions

Exceptions

GPA Calc

Admin

Worksheets

History

What If

What If History

Look Ahead

Financial Aid

Aid History

Format:

Student View

View

Save as PDF

Process New

☒ Include in-progress classes

Class History

Major in Biology

Catalog Year: Fall 2015

Credits Required: 76

GPA: 3.09

Credits Applied: 67

☐ 76 Major Credit Hours Required

Still Needed:

A minimum of 76 credit hours in the major are required. You currently have 67; you need 9 additional credit hours.

☒ 38 Minimum Credit Hours at Nova

☒ 2.25 Minimum GPA

☒ CORE REQUIREMENTS

☒ Biology I/Lab

BIOL 1500

Satisfied by

Biology I/Lab

BSC2010 - Intro to Biology I - Broward College

TR

4

Fall 2015

☒ Biology II/Lab

BIOL 1510

Satisfied by

Biology II/Lab

BSC2011 - Introduction to Biology II - Broward College

TR

4

Fall 2015

☒ Genetics/Lab

BIOL 3600

Genetics/Lab

B+

4

Winter 2017

☒ General Chemistry I/Lab

CHEM 1300

General Chemistry I/Lab

A-

4

Fall 2015

☒ General Chemistry II/Lab

CHEM 1310

General Chemistry II/Lab

B

4

Winter 2016

☒ Organic Chemistry I/Lab

CHEM 2400

Organic Chem I/Lab

B

4

Fall 2016

☒ Organic Chemistry II/Lab

CHEM 2410

Organic Chem II/Lab

C+

4

Winter 2017

☒ Literature Elective

LITR 2020

Satisfied by

American Literature I

AML2010 - Amer Lt Colon to 1900 - Broward College

TR

3

Fall 2015

☒ Applied Statistics

MATH 2020

Satisfied by

Applied Statistics

STA2023 - Statistics - Broward College

TR

3

Fall 2015

☒ Calculus I

MATH 2100

Satisfied by

Calculus I

MAC2311 - Calculus & Analytical Geometry - Broward College

TR

4

Fall 2015

☒ Complete

☐ In-Progress/  
Registered

☐ (TR) Transfer

☐ Prerequisite

☐ Not Complete

☐ Nearly Complete


Any Course

☐ Discipline/  
Number



# Degree Audit Worksheet View

## Requirements block: Major (Biology) Part II


**NSU NOVA SOUTHEASTERN UNIVERSITY**

Apply for Degree/Diploma		FAQ		Exception Management		Template Management		
Find	Student ID	Name	Degree	Major	Level	Class Level	Last Audit	Last Refresh
	NXXXXXXX	Shark, Susan	BS	Biology	U1	Senior	Today	Today at 3:14 pm

Worksheets

Planner

Plans

Notes

Petitions

Exceptions

GPA Calc

Admin

Worksheets

Format:

Student View

View

Save as PDF

Process New

☒ Include in-progress classes

[Class History](#)

History	What If	What If History	Look Ahead	Financial Aid	Aid History
<input checked="" type="checkbox"/> Calculus I					
<input checked="" type="checkbox"/> Physics I/Lab					
<input checked="" type="checkbox"/> Physics II/Lab					
<input checked="" type="checkbox"/> Philosophy Elective					
<input type="checkbox"/> ELECTIVES					
Electives may include no more than 3 credits in total from BIOL 4900, BIOL 4950, and/or BIOL 4990.					
<input checked="" type="checkbox"/> 3000/4000-level Biology Elective w/Lab					
<input type="checkbox"/> 3000/4000-level Biology Electives					
<input type="checkbox"/> Major Electives					

**Legend**

- ☒ Complete
- ☐ In-Progress/Registered
- (TR) Transfer
- \* Prerequisite



# Degree Audit Worksheet View

## Requirements block: Minor

Minor in Chemistry						Catalog Year: Fall 2015	Credits Required: 16
						GPA: 3.01	Credits Applied: 11
<input type="checkbox"/> 16 Minor Credit Hours Required	<b>Still Needed:</b> A minimum of 16 credit hours in the minor are required. You currently have 11; you need 5 additional credit hours.						
<input checked="" type="checkbox"/> 8 Minimum Credit Hours at Nova							
<input checked="" type="checkbox"/> 2.25 Minimum GPA							
<input type="checkbox"/> 2000 level and above Chemistry Electives	CHEM 2400	Organic Chem I/Lab	B	4	Fall 2016		
	CHEM 2410	Organic Chem II/Lab	C+	4	Winter 2017		
	CHEM 3215	Survey of Rational Drug Design	A	3	Fall 2017		
	<b>Still Needed:</b> 5 Credits in <b>CHEM 2000:4999</b> <u>Except</u> <b>CHEM 3050*</b> or <b>4101*</b>						

# Degree Audit Worksheet View

## Requirements block: Open Electives

<div>  <b>Open Electives</b> </div>					Catalog Year: Fall 2015
					GPA: 4.00
Students must complete the necessary elective credits to reach 120 credits for the program.					
<div>  <b>Open Electives Requirement</b> </div>	<b>ATTR 1999</b>	Prior Learning in Attr Train	TR	2	Fall 2015
	<b>Satisfied by</b>	HLP1081 - Total Wellnes - Broward College			
	<b>CHEM 1300</b>	General Chemistry I/Lab	TR	4	Fall 2015
	<b>Satisfied by</b>	CHM1040 - Gen Chem A (Expanded Sequence) - Broward College			
	<b>CHEM 1310</b>	General Chemistry II/Lab	TR	4	Fall 2015
	<b>Satisfied by</b>	CHM1046 - General Chemistry II - Broward College			
	<b>CHEM 3215</b>	Survey of Rational Drug Design	A	3	Fall 2017
	<b>HIST 1030</b>	American History to 1865	TR	3	Fall 2015
	<b>Satisfied by</b>	AMH2010 - History of the United States - Broward College			
	<b>MATH 1040</b>	Algebra for College Students	TR	3	Fall 2015
	<b>Satisfied by</b>	MAC1105 - College Algebra - Broward College			
	<b>POLS 1010</b>	American Govt & Politics	TR	3	Fall 2015
	<b>Satisfied by</b>	POS2041 - National Government - Broward College			
	<b>SPCH 1010</b>	Public Speaking	TR	3	Fall 2015
	<b>Satisfied by</b>	SPC1608 - Intro to Public Speaking - Broward College			
	<b>TECH 1110</b>	Technology In Information Age	TR	3	Fall 2015
	<b>Satisfied by</b>	CGS1060C - Computer and Internet Literacy - Broward College			

# Degree Audit Worksheet View

- Courses Not Used (Fall through courses).
- Not used towards program/not considered Degree Applicable.



# Degree Audit Worksheet View

## Courses Not Used

Courses Not Used		Credits : 32		Classes: 18
<b>ATTR 1999</b>	Prior Learning Credit in ATTR	TR	1	Winter 2013
<b>Satisfied by:</b> HSC1101 - Intro to Healthful Living - Broward College				
<b>MATH 1040</b>	Algebra for College Students	TR	3	Winter 2013
<b>Satisfied by:</b> MAC1105 - College Algebra - Broward College				
<b>NOVA 1999</b>	Prior Learning	TR	1	Winter 2013
<b>Satisfied by:</b> OPT1110L - Physical & Geo Optics Lab - Broward College				
<b>NOVA 1999</b>	Prior Learning	TR	2	Winter 2013
<b>Satisfied by:</b> OPT1150L - Ophthalmic Lenses Lab - Broward College				
<b>NOVA 1999</b>	Prior Learning	TR	2	Winter 2013
<b>Satisfied by:</b> OPT1330 - Orientation to Vision Care - Broward College				
<b>NOVA 1999</b>	Prior Learning	TR	2	Winter 2013
<b>Satisfied by:</b> OPT1450 - Ophthalmic Dispensing - Broward College				
<b>NOVA 1999</b>	Prior Learning	TR	2	Winter 2013
<b>Satisfied by:</b> OPT1450L - Ophthalmic Dispensing Lab - Broward College				
<b>NOVA 1999</b>	Prior Learning	TR	1	Winter 2013
<b>Satisfied by:</b> OPT2090 - Orient to Vision Care Clinic - Broward College				

# Petitions/Exceptions

- Petitions/Exceptions are done within the Degree Works application.
- Petitions/Exceptions are made via free text, however, copy and past examples are given within the application.
- Email: *capp@nova.edu* will still be available during the transition.



# Petitions/Exceptions

**Petitions are accessed by the Advisor  
in the “Petitions tab”**

NSU NOVA SOUTHEASTERN UNIVERSITY

Apply for Degree/Diploma				FAQ		Exception Management		Template Management	
Find	Student ID	Name	Degree	Major	Level	Class Level	Last Audit	Last Refresh	
	NX0000000X	Shark, Susan	BS	Biology	U1	04	Today	Today at 3:46 pm	
Worksheets	Planner	Plans	Notes	<b>Petitions</b>	Exceptions	GPA Calc	Admin		
View Petitions >									
Add Petition									
Modify Petitions									
Delete Petitions									
View Petitions for Exceptions									
No Petitions Awaiting Approval									
No Petitions Approved									

# Petitions/Exceptions

Click on “Add Petition” in the Add Petition link

NSU NOVA SOUTHEASTERN UNIVERSITY

Apply for Degree/Diploma

FAQ

Exception Management

Template Management

Find

Student ID

←

Name

→

Degree

Major

Level

Class Level

Last Audit

Last Refresh

Today

Today at 3:46 pm

🔄

🔔

Worksheets

Planner

Plans

Notes

Petitions

Exceptions

GPA Calc

Admin

New Petition

Add Petition

Modify Petitions

Delete Petitions

Add New Petition for Exception

Enter a description and click the Submit Petition button.

Please follow the format listed under the Petition column in the table below for all petition requests in order to facilitate the process and prevent errors and/or delays in processing. Please allow 72 hours for changes to be applied.

	Scenario	Petition
<b>SUBSTITUTION:</b> (Allow an alternate course to take the place of a required course)	ACT 5741 to be substituted/replaced by another course, TXX 5771	Substitute: ACT 5741 for TXX 5771 Apply to Block: Major
<b>WAIVER:</b> (Remove course requirement for a student that is exempt from fulfilling the specific requirement)	Waive MGT 5000	Waive Course: MGT 5000 Apply to Block: ORGL (Organizational Leadership)
<b>Other Exception:</b> (Curriculum changes such as change in minimum GPA, total credits required, extend year limit, etc.)	Extend year limit to 7 years	Extend year limit from 5 to 7 years
	Reduce credits to 67	Reduce major credits from 69 to 67 credits
	Moving courses (best fit) for gpa reasons.	Move BPH 3030 from the Major to the electives.
<b>Freeform Other:</b> (Briefly explain the special changes/adjustments needed)	Sharing courses.	Share course EDD XXXX between the Major and the Minor.
	Change total credits	Change total Program credits from 69 to 66.
	Adding credits to Electives:	Please add course RED XXXX to the electives



# Petitions/Exceptions

Enter Petition request and click “Submit Petition”

Find

Student ID

NXXXXXXXX

Name

Shark, Susan

Degree

BS

Major

Biology

Level

U1

Class Level

04

Last Audit

Today

Last Refresh

Today at 3:46 pm

Worksheets

Planner

Plans

Notes

Petitions

Exceptions

GPA Calc

Admin

View Petitions

Add Petition

Modify Petitions

Delete Petitions

Apply for Degree/Diploma

FAQ

Exception Management

Template Management

Add New Petition for Exception

Enter a description and click the Submit Petition button.

Please follow the format listed under the Petition column in the table below for all petition requests in order to facilitate the process and prevent errors and/or delays in processing. Please allow 72 hours for changes to be applied.

Substitute ECH 2025 for HKT 3210

Apply to Block: ENT Minor

	Scenario	Petition
<b>SUBSTITUTION:</b> (Allow an alternate course to take the place of a required course)	ACT 5741 to be substituted/replaced by another course, TXX 5771	Substitute: ACT 5741 for TXX 5771 Apply to Block: Major
<b>WAIVER:</b> (Remove course requirement for a student that is exempt from fulfilling the specific requirement)	Waive MGT 5000	Waive Course: MGT 5000 Apply to Block: ORGL (Organizational Leadership)
<b>Other Exception:</b> (Curriculum changes such as change in minimum GPA, total credits required, extend year limit, etc.)	Extend year limit to 7 years	Extend year limit from 5 to 7 years
	Reduce credits to 67	Reduce major credits from 69 to 67 credits
<b>Freeform Other:</b> (Briefly explain the special changes/adjustments needed)	Moving courses (best fit) for gpa reasons.	Move BPH 3030 from the Major to the electives.
	Sharing courses.	Share course EDO XXXX between the Major and the Minor.
	Change total credits	Change total Program credits from 69 to 66.
	Adding credits to Electives:	Please add course RED XXXX to the electives

Submit Petition

# Petitions/Exceptions

- The Exception will be processed by ESS systems area and the exception will be displayed with who processed the exception and the date

Apply for Degree/Diploma				FAQ		Exception Management		Template Management																										
Find	Student ID	Name	Degree	Major	Level	Class Level	Last Audit	Last Refresh																										
	NXXXXXXX	Shark, Susan	BS	Biology	U1	04	Today	Today at 4:12 pm																										
<div>Worksheets   Planner   Plans   Notes   Petitions   Exceptions   GPA Calc   Admin</div> <div>Worksheets &gt; Format: Student View [View] [Save as PDF] [Process Now] <input checked="" type="checkbox"/> Include in-progress classes <a href="#">Class History</a></div> <div>History   What If   What If History   Look Ahead   Financial Aid   Aid History   Legend</div> <div><div><input checked="" type="checkbox"/> Complete <input type="checkbox"/> In-Progress/ Registered</div><div><div><input checked="" type="checkbox"/> Minor in Entrepreneurship</div><div>Catalog Year: Summer I 2016 Credits Required: 15 GPA: 3.75 Credits Applied: 15</div><div><input checked="" type="checkbox"/> 15 Minor Credit Hours Required</div><div><input checked="" type="checkbox"/> 8 Minimum Credit Hours at Nova</div><div><input checked="" type="checkbox"/> 2.25 Minimum GPA</div><div><input checked="" type="checkbox"/> Principles of Management</div><div><input checked="" type="checkbox"/> Entrepreneurship Electives</div></div><div><table><tr><td>MGT 2050</td><td>Principles of Management</td><td>A</td><td>3</td><td>Fall 2016</td></tr><tr><td>ENT 3100</td><td>Small Business Management</td><td>B+</td><td>3</td><td>Winter 2017</td></tr><tr><td>ENT 4400</td><td>Franchise Management</td><td>A-</td><td>3</td><td>Fall 2017</td></tr><tr><td>LED 3000</td><td>Introduction to Leadership</td><td>A</td><td>3</td><td>Fall 2017</td></tr><tr><td>ECN 2025</td><td>Principles of Macroeconomics</td><td>TR</td><td>3</td><td>Fall 2015</td></tr></table><div>Satisfied by ECO2013 - Principles of Macroeconomics I - Broward College</div></div></div> <div>Exception By: Pignetti, Christopher J On: 06/18/2018 Substitution: Replace MKT 3210 with ECN 2025</div>										MGT 2050	Principles of Management	A	3	Fall 2016	ENT 3100	Small Business Management	B+	3	Winter 2017	ENT 4400	Franchise Management	A-	3	Fall 2017	LED 3000	Introduction to Leadership	A	3	Fall 2017	ECN 2025	Principles of Macroeconomics	TR	3	Fall 2015
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# Notes


- Notes can be added by clicking on the 'Notes Tab'

The screenshot displays the NOVA DWTEST Environment interface. At the top, there are four main tabs: 'Apply for Degree/Diploma', 'FAQ', 'Exception Management', and 'Template Management'. Below these, a search bar shows 'Find Student ID' with the value 'NX0000000X' and 'Name' with the value 'Shark, Suan'. The 'Degree' is 'BS' and the 'Major' is 'Biology'. The 'Level' is 'U1' and the 'Class Level' is '04'. The 'Last Audit' is 'Today' and the 'Last Refresh' is 'Today at 4:17 pm'. A red box highlights the 'Notes' tab in the 'Worksheets' section. Other tabs in this section include 'Planner', 'Plans', 'Petitions', 'Exceptions', 'GPA Calc', and 'Admin'. Below the tabs, there are buttons for 'View', 'Save as PDF', and 'Process Flow'. A 'Format' dropdown is set to 'Student View'. A 'Save' button is visible with the text 'Save this audit with this new description and freeze status'. The bottom section is titled 'NOVA DWTEST Environment' and contains a 'Student View' table with columns for 'Student', 'Level', 'Minors', and 'Entrepreneurship Chemistry'. The table shows a student named 'Jimmy, Undergrad J' at the 'Undergraduate Day' level.

Student	Level	Minors	Entrepreneurship Chemistry
Jimmy, Undergrad J	Undergraduate Day		

# Notes

- Click on 'Add Note' to open the Notes page

Apply for Degree/Diploma				FAQ	
Find	Student ID	Name	Degree	Major	
	<input type="text" value="NXXXXXXXX"/>	<input type="text" value="Shark, Suan"/>	<input type="text" value="BS"/>	<input type="text" value="Biology"/>	
<a href="#">Worksheets</a>		<a href="#">Planner</a>	<a href="#">Plans</a>	<a href="#">Notes</a>	<a href="#">Petitions</a>
<a href="#">View Notes</a>					
<a href="#">Add Note</a>					
<a href="#">Modify Notes</a>		<a href="#">View Notes</a>			
<a href="#">Delete Notes</a>		<input type="text" value="Note Text"/>			

# Notes

- You can choose a predefined note from the list

The screenshot shows a web application interface for managing student records. At the top, there are four main tabs: "Apply for Degree/Diploma", "FAQ", "Exception Management", and "Template Management". Below these, there is a search bar with a magnifying glass icon and a "Find" button. The search results display fields for Student ID (NXXXXXXXX), Name (Shark, Susan), Degree (BS), Major (Biology), Level (U1), Class Level (04), Last Audit (Today), and Last Refresh (Today at 4:17 pm). Below the search results, there are several buttons: "Worksheets", "Planner", "Plans", "Notes", "Petitions", "Exceptions", "GPA Calc", and "Admin". The "Notes" button is highlighted. On the left side, there is a sidebar with links: "View Notes", "Add Note" (with a right arrow), "Modify Notes", and "Delete Notes". The main content area is titled "Add New Note" and contains the instruction "Enter your note and click the Save Note button". Below this, there is a red warning message: "IMPORTANT: Notes are part of the student's academic history and are student facing." Underneath the warning, there is a dropdown menu with the text "Choose a predefined note from the list below" and a list of predefined notes (not visible in the image).

# Notes

- Or enter the Notes free form
- Or you can type in Free Form
- Once the Note is entered, click “Save Note”
- Then run a new degree audit to see the results

The screenshot shows a web application interface for degree audits. At the top, there are tabs for 'Apply for Degree/Diploma', 'FAQ', 'Exception Management', and 'Template Management'. Below these, a search bar shows 'Find Student ID' with the value 'NXXXXXXXX' and 'Name' with 'Shark, Susan'. Other fields include 'Degree' (BS), 'Major' (Biology), 'Level' (U1), 'Class Level' (04), 'Last Audit' (Today), and 'Last Refresh' (Today at 4:17 pm). A navigation bar contains buttons for 'Worksheets', 'Planner', 'Plans', 'Notes', 'Petitions', 'Exceptions', 'GPA Calc', and 'Admin'. On the left, a sidebar has links for 'View Notes', 'Add Note' (highlighted with a blue arrow), 'Modify Notes', and 'Delete Notes'. The main content area is titled 'Add New Note' and contains the instruction 'Enter your note and click the Save Note button'. A red warning message states: 'IMPORTANT: Notes are part of the student's academic history and are student facing.' Below this, there is a dropdown menu with the text 'Choose a predefined note from the list below' and a selected option: 'Student advised Petition/Exception was approved and Processed in Degree Works'. At the bottom, there are two buttons: 'Save Note' (highlighted with a red box) and 'Clear'.

# Notes

- Notes can viewed at the far bottom of the degree audit.
- **IMPORTANT:** Please note that any notes added are visible to both the Student and Faculty/Staff that have access to Degree Works

Notes	Entered by	Date
Student advised Petition/Exception was approved and processed in Degree Works.	Pignetti, Christopher J	06/18/2018

# Degree Applicable Coursework

- Courses outlined in the college catalog
- Courses outlined in curriculum sheet (Undergraduate)
- Courses outlined in degree plan





# Degree Audit and Financial Aid

- Course registration will be reconciled vs. Degree Works to determine if it is in the program (degree-applicable)
- Financial Aid Modules will run a check on degree applicability to determine if course is financial aid eligible.



# Degree Applicable Issues

**Important:** Courses will Not be degree-applicable in the following cases:

- Student registers for course not in the program and no substitution/petition/exception is requested.
- The Major is changed or a Minor is added after add/drop.
- Degree Audit is not updated with new curriculum.
- If a course is not on the program blocks of the degree audit.



# Degree Applicable Issues

- **Important:** If a registered course is in the courses not used (fall through courses), it is not degree-applicable.

Fallthrough Courses			Credits Applied: 52		Classes Applied: 17
BIOL 2600	Medical Terminology	B+	3	Fall 2016	
CHEM 2400	Organic Chem I/Lab	C	4	Fall 2017	

- A Petition/Exception would need to be sent for the course to be moved to one of the core blocks to be degree applicable.

# Importance of Correct Curriculum

- Degree Conferrals
- Financial Aid Eligibility
- Degree Audit is Student facing



# Other Functionality

- Student Educational Planner (SEP) – 4 year plans to be built in Degree Works
  - Plan – Individual Student plans based upon Planner
  - GPA Calc – Simulator to show future credits/GPA need to raise to desired GPA
- All currently being developed for future release



# Transition to Degree Works

- NSU will make the transition from CAPP to Degree Works starting in late July 2018.
- Transition will start with catalog years 17/18 and 18/19 of Undergraduate curriculum.
- The plan is to move back year by year until the majority of Students will be on Degree Works.



# Transition to Degree Works

- Transition for Graduate curriculum will begin in October/November, 2018.
- More information on the transition will be communicated in the near future.



# Innovation Quote

*“Every once in a while,  
a new technology, an old problem,  
and a big idea  
turn into an innovation.”*

- Dean Kamen





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