Faculty/Staff Advising Manual

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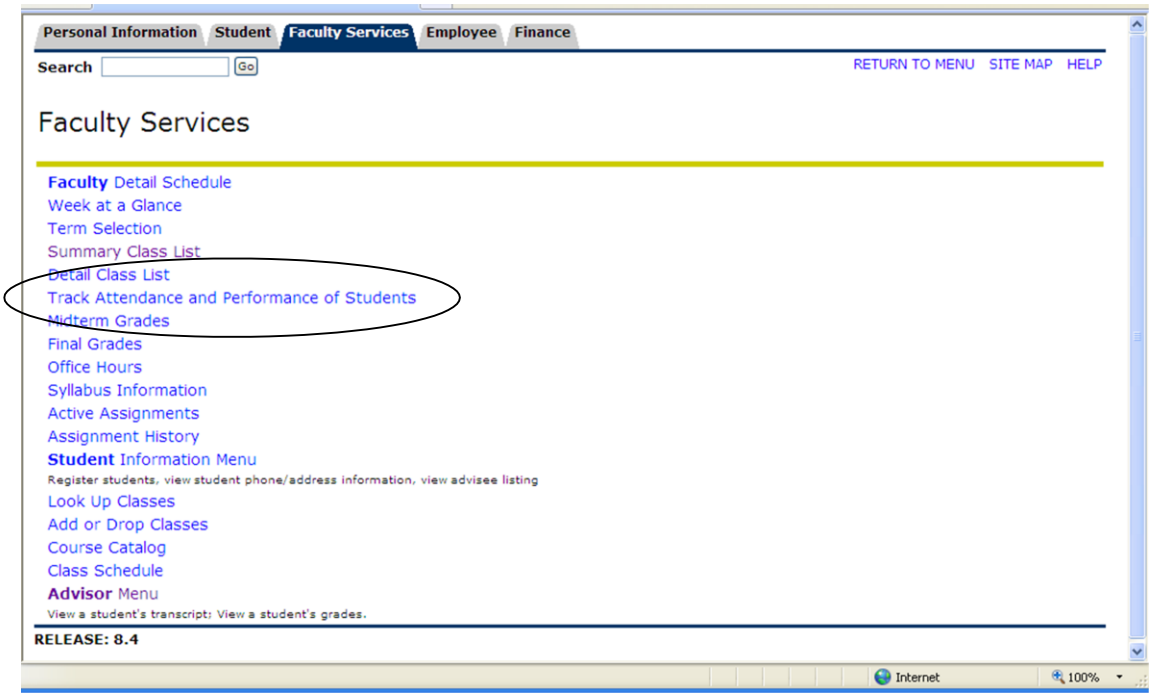
Using TAPS (Tracking Attendance and Performance of Students) System

The TAPS (Tracking Attendance and Performance of Students) system may be used to send notifications to students regarding attendance, behavior, or concern about student academic performance. When information is entered in TAPS, notifications are sent to the student and the student's advisor. For behavior warnings, notification is also sent to the Dean of Students.

The Student Success Center receives the TAPS report and assists faculty by contacting students to inform them of resources and options to help correct academic issues.

Please refer to the University Catalog for University policies on attendance and student behavior expectations.

1. From the ***Faculty Services*** tab in MyVU, select "Track Attendance and Performance of Students. (Note: For instructions on reaching this page, go to the Web Grading Instructions)



2. Select the Term if prompted.
3. Select the desired course.
4. Enter the information as desired for each student using the drop down boxes.

Enter date when withdrawing student

5. Select the appropriate Attendance Warning: “Warn 1” if this is the student’s first attendance warning and “Warn 2” if it is the second warning.
6. When dropping a student for nonattendance, “WN” indicates “Withdrawn Non Attendance Not Failing” at the time of drop and “WF” indicates “Withdrawn Non Attendance Failing.” **It is important to enter the last date of attendance. If the student did not attend at all, faculty should use the first day of class as the last date of attendance.**

OVERVIEW: ROLE OF ADVISOR, SSB AND DEGREE WORKS, STUDENT DATA, HELP

Role of Faculty Advisor: The mission of academic advising is to assist students in their growth and development by constructing meaningful educational plans which are compatible with their life goals. It is a continuous and consistent process which is built upon the basis of frequent, accumulated personal contacts between advisor and advisee. Academic advising fosters the development of the whole student who is a self-directed, motivated, responsible decision-maker and encourages the successful completion of degree requirements and timely graduation.

SSB: "Self-Service Banner" is another reference for MyVU. Both Degree Works and Registration for classes will be accessed through SSB/MyVU.

Degree Works: (VU's online advising network) allows both students and faculty advisors to follow progress toward degree or certificate completion. Access to Degree Works is gained through MyVU. Additional Student Information may be obtained through Self-Service Banner/MyVU. MyVU has a degree audit (WORKSHEETS TAB) which is a summary of the student's degree requirements merged with the student's academic record and a PLANS TAB to help build the student academic path. The audit worksheet will provide a real-time assessment of the student's progress toward graduation. The audit is organized in blocks of requirements: Major Requirements, University Core Curriculum, Core Area Electives, Intensive Requirements, etc. The Degree Audit is the official list of all requirements for graduation.

Responsibilities of Student: All VU majors and academic programs have been mapped in templates to reflect course sequences for meeting major requirements, basic skills expectations, and University Core Curriculum expectations/electives. With their advisor, students will determine courses for each semester in order to graduate and begin their professional career.

- **Course Placement Testing:** During START VU or before registration, all new students must take a placement test. *(Transfer students may be exempt based on previous college credits. Please check with the Admissions Office.)* There is no charge for the placement testing and results are available immediately. For more information on Placement Testing, go to https://my.vinu.edu/web/assessment-center/home

- **Advising for Placement Chart:** See page 48 for template of placement chart or go to https://my.vinu.edu/web/curriculum-and-instruction/documents go to page 2 Placement Chart.

- **New Student Registration:** All new students should register for and participate in START VU. START VU is VU's advising and registration process.

  1. To register for START VU and see a schedule of START VU dates, go to the VU website (http://vinu.edu/startvu).
  2. At START VU, students will meet with an advisor and will register for the first semester of classes.
  3. After registering for classes, students can check the class schedule on the **MyVU** page.
  4. Any changes to the schedule after registration is completed must be made by the advisor.

5. All students must be registered prior to the first day of class for each semester.
6. New students should be aware that the advisor assisting them at START VU may not be their official advisor.
7. Students should check on **MyVU for** their official advisor or see the appropriate College secretary. **To locate your advisor:**

    - go to**:** www.vinu.edu
    - click on the **MyV**U icon, login using issued login and password
    - Click on *"University Systems" > Student Self Service* link
    - Open *"Student"* tab
    - Open *"Student Records"* > *View Student Information*

- **Current and Returning Student Registration:**

  Students who have been previously enrolled in classes at VU can register for Fall and Summer semester classes on the Monday following spring break.

  Students can register for Spring classes on the Monday following fall break. Students should register for classes on or near the registration dates as some classes fill quickly.

  Returning students who have not taken classes during the previous semester will need to reapply by contacting the Admissions Office (812.888.4313 or vuadmit@vinu.edu).

1. All students must be registered prior to the first day of classes for each semester.
2. Make sure there are no registration holds on your record.
3. Prepare to meet with your advisor by building a draft schedule based on your program of study.
    a. Find your program of study on the online catalog at http://catalog.vinu.edu

    b. Click on the *"Print Degree Planner"* link for your program of study (located in the upper right corner)

    c. Identify appropriate courses required for your next semester by referring to the **Recommended Sequence of Courses** section of the Degree Planner.

    d. Select courses using the online schedule
        - Go to http://vinu.edu/class-schedules and click "View C*lass Schedule"* link and select term
        - Record the CRN, course alpha/numeric listing, course name and course meeting time for each course.
        - Note lab sections for courses where appropriate.

    e. Schedule an appointment with your advisor. Many advisors post an appointment sign-up on their office door the week after mid-term break.

f. Take your draft schedule to your advisor at the appointed meeting time.

g. After registering for classes with your advisor, check your schedule on your **MyVU** page.

h. Your advisor must complete any changes to the schedule after registration.

HELP: IF I HAVE ANY QUESTIONS, WHO DO I CONTACT?

Tutorials are available for students and staff/faculty on the MyVU website http://My.vinu.edu

All other questions, please contact the Student Success Center:

First call choice: Student Success Center Rotating Line: 888-4451

INTERNET BROWSER

Browser choices may vary. Examples include, Mozilla Firefox and Chrome.

ACCESS/LOGIN INFORMATION

Advisors can access MyVU through (http://my.vinu.edu). Select MyVU from the home page, use your Vincennes University login and password to access the system. To access Degree Works, use the following instructions.

- Click on the University Systems tab
- Click Faculty & Advisor Self Service
- Advisor Menu
- DegreeWorks
- Term Selection
- Next, input your advisee's name or "A" number to access his/her information
- Now, verify this is the correct student and click Submit
- Select Advising Worksheet and Degree Audit

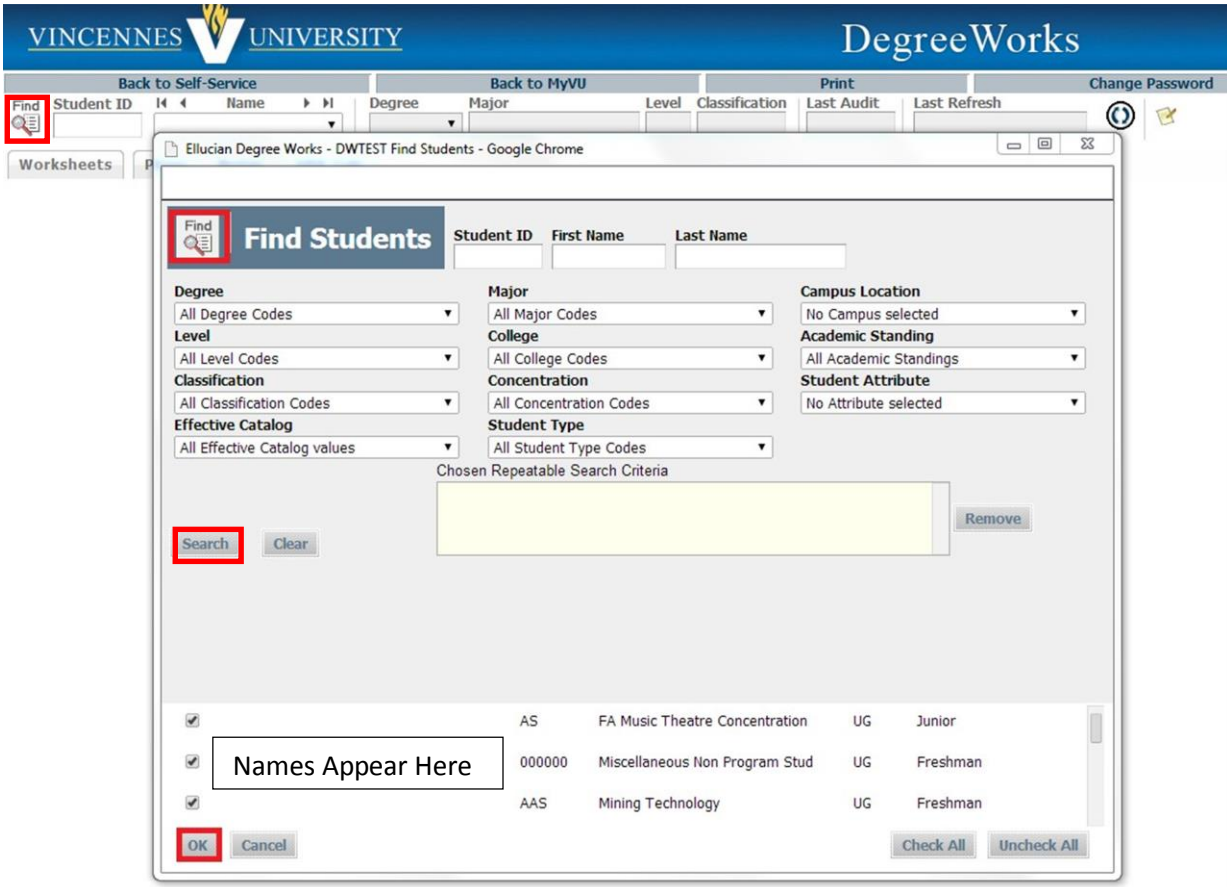
This will take you to the Worksheets screen within DegreeWorks

DEGREE WORKS WORKSHEETS (DEGREE AUDITS)

SELECTING A STUDENT

After logging in, your advisee selected will be listed OR you may select a new advisee by typing in his/her "A" number in the Student ID.

You may also use the Find button to the left of the Student ID field to search by various criteria. This criteria includes: ID, Name, Degree, Major, Level, or Classification. Once the criteria is selected, press Search and then check the desired student(s) and then click the OK button.



This takes you to the Worksheets (Degree Audit) Tab where you can view the student's audit or access the Plan, Notes, or GPA Calculators. At the top of the Worksheet, you will see the student's name, ID, Degree,

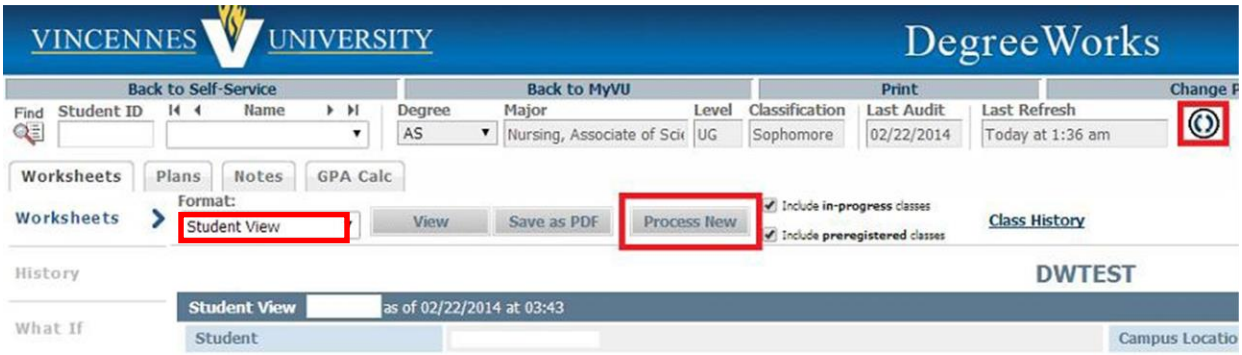
Major, etc. You will also see the date the audit was last generated, and the time the student's Banner data was last refreshed. It is advisable to make sure the degree listed on Self-Service Banner (SSB) matches this degree listed on the worksheet.

STUDENT VIEW (TRADITIONAL DEGREE AUDIT)

The Student View of the Worksheet allows you to see important information about the student.
The student record data in MyVU is updated nightly. It does not automatically refresh each time a student's data (i.e., grades, registration, major) changes. Advisors should **ALWAYS** refresh the data on demand (students do not have this ability). To refresh, click the Refresh icon, then process a new audit by clicking the Process New button (both must be done).

Step 1: Refresh

Step 2: Process New



GENERATING AUDITS

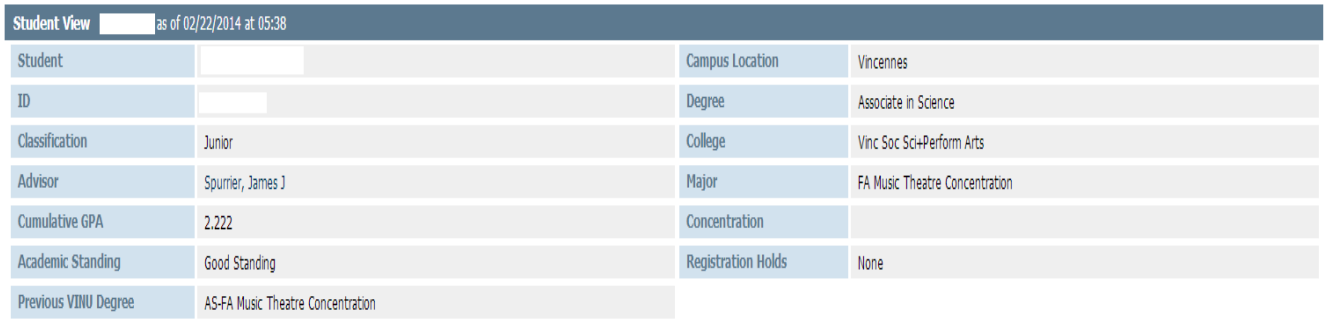
Each time you access the Worksheet tab, the Refresh and Process New steps should be followed to generate an audit.

IN-PROGRESS AND PRE-REGISTERED COURSES

Unless the boxes are manually unchecked, the audit displays (and counts) in-progress and preregistered courses/credits. If included, the credit hours associated with each section of the audit include completed as well as in-progress and preregistered courses. To view the student's status based only on completed coursework, uncheck the boxes and click the Process New Button.

HEADER

The Header displays the student's program, GPA, credit hours, graduation application status, and more.

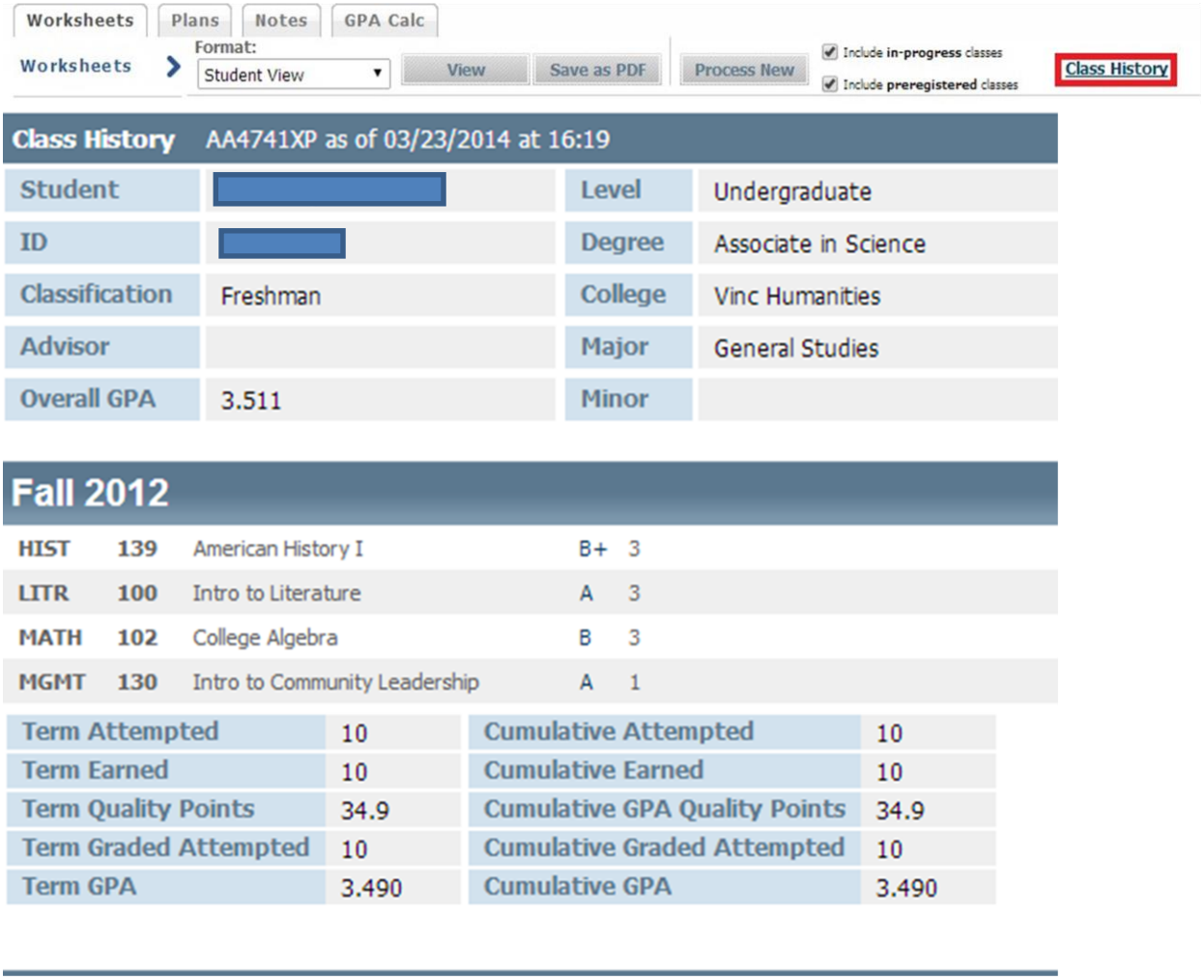


Student View as of 02/22/2014 at 05:38

Student		Campus Location	Vincennes
ID		Degree	Associate in Science
Classification	Junior	College	Vinc Soc Sci+Perform Arts
Advisor	Spurrier, James J	Major	FA Music Theatre Concentration
Cumulative GPA	2.222	Concentration	
Academic Standing	Good Standing	Registration Holds	None
Previous VINU Degree	AS-FA Music Theatre Concentration		

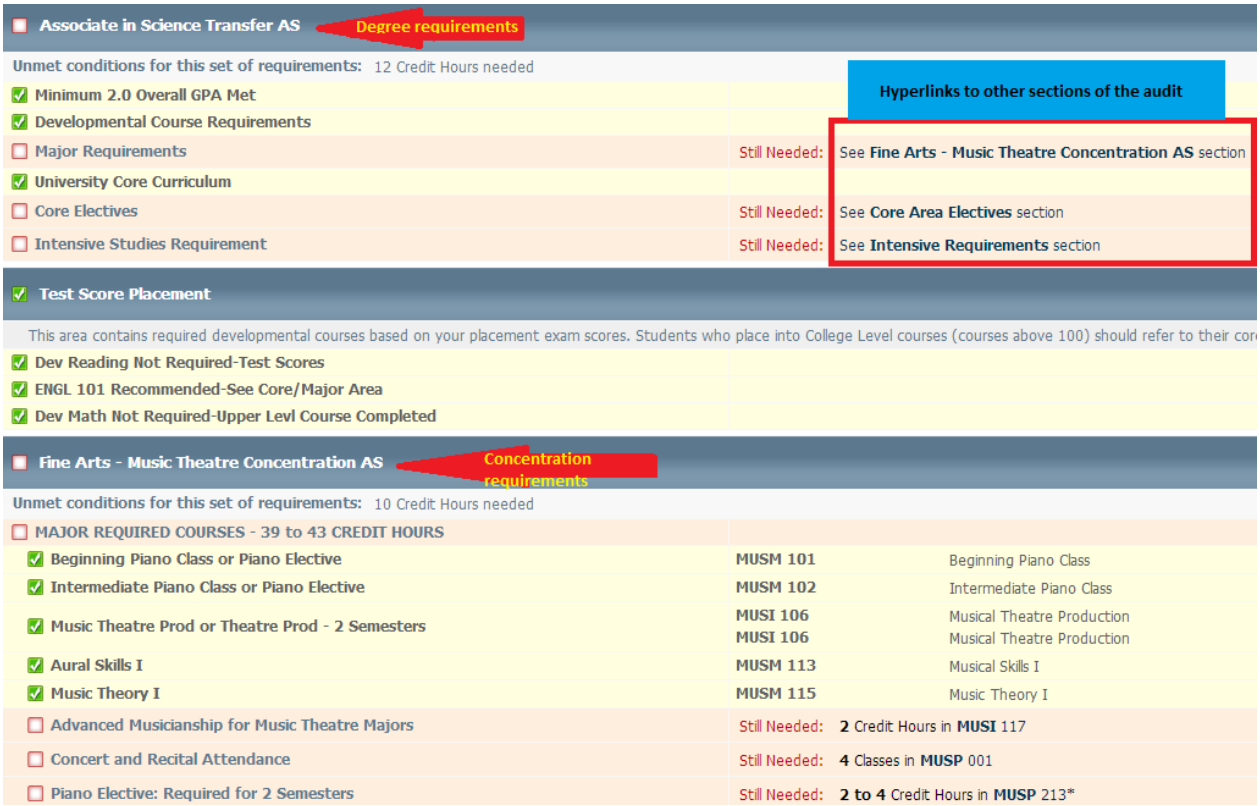
CLASS HISTORY

The Class History link allows you to see an unofficial transcript.



DEGREE AUDIT BLOCKS

The audit is broken down into several components (Blocks), including University degree requirements, Test Score Placement, University Core Curriculum, Major, Honors Program requirements, Electives, In-Progress Courses, etc.

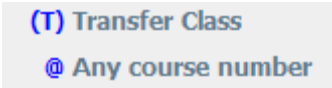


The student's Catalog Term, GPA, and Credit Hours for each block display on the far right of the degree bar. A separate GPA is calculated for each block and is displayed on the far right of the respective blue bar.

LEGEND

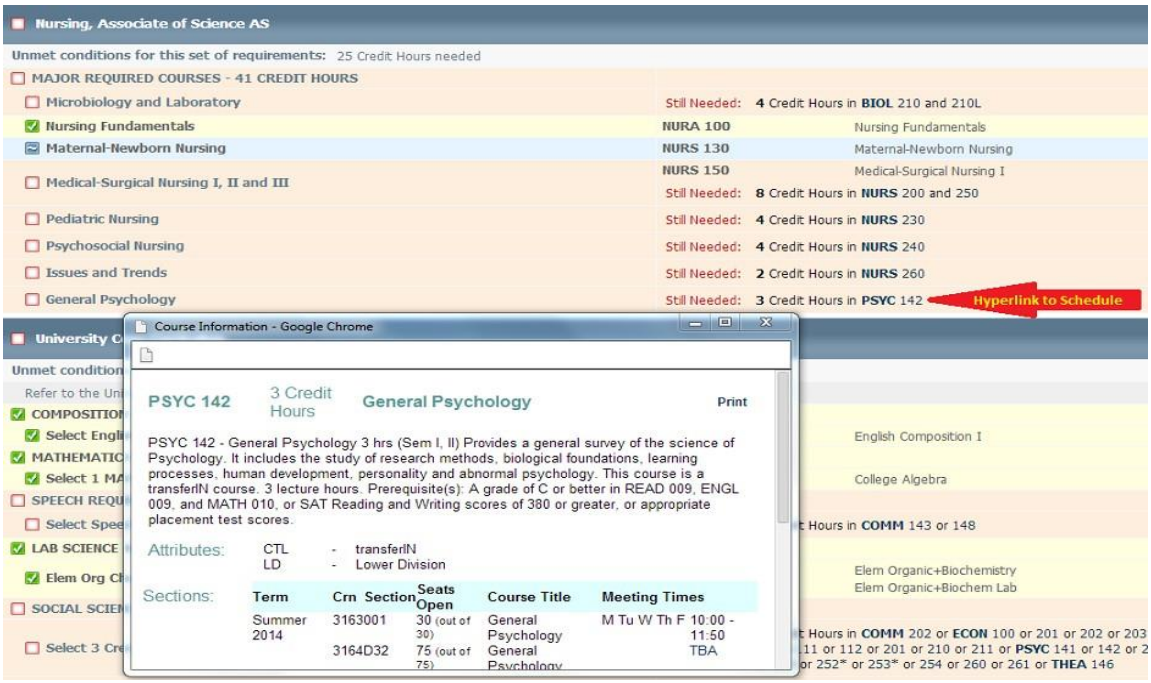
Requirements marked based on their completion status:

Other symbols include:



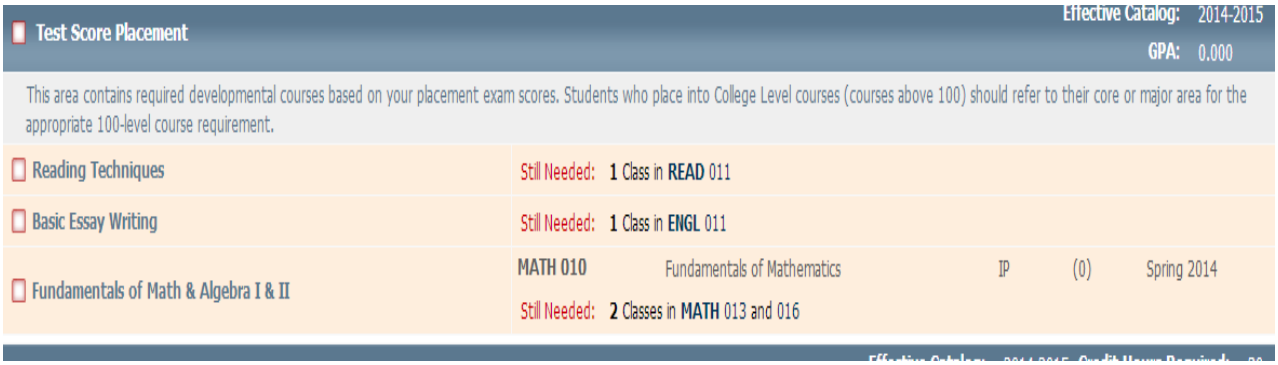
CLASS SCHEDULE

Hyperlinks to Still Needed courses are available. Click the link to open a window that displays available sections, time being instructed, seats available and CRN. The hyperlink information is also handy to check any pre-requisites.



TEST SCORES

Test Score Placements are displayed within the Worksheet. The highest placement is reported for each category. **You should always check the student's test scores with the placement chart to verify placement!!! Their test scores are found on Self-Service Banner. You can also use the following link and the Placement Analyzer to determine class placement:** https://mic-web.vinu.edu/VUPA/



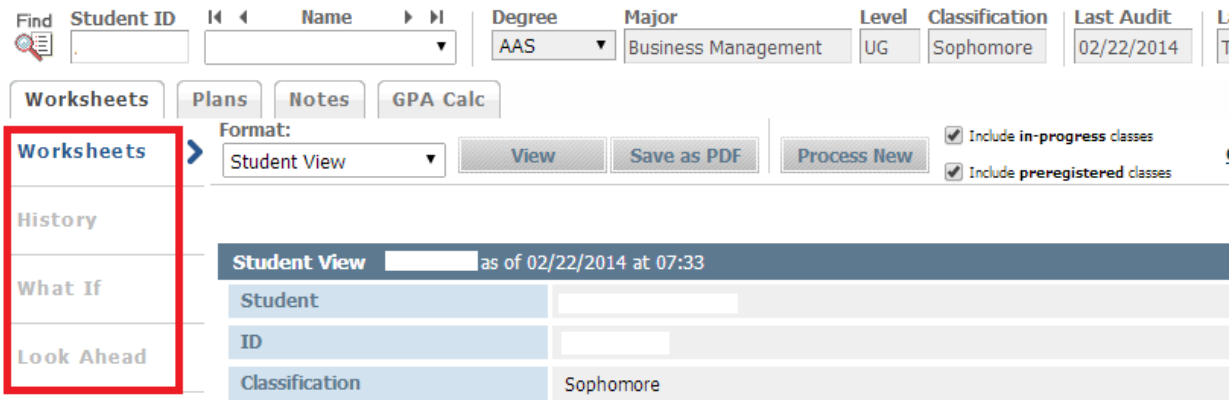
REGISTRATION CHECKLIST

Another type of audit is the Registration Checklist. This view shows only requirements that are Still Needed (incomplete). To access this view, select Registration Checklist from the drop down box and Click View (or Process New if you have not already generated a new audit using the Student View).

A list of unfulfilled requirements is displayed. The list does not display in-progress or preregistered courses as "Still Needed" unless you uncheck the respective boxes and Click Process New.

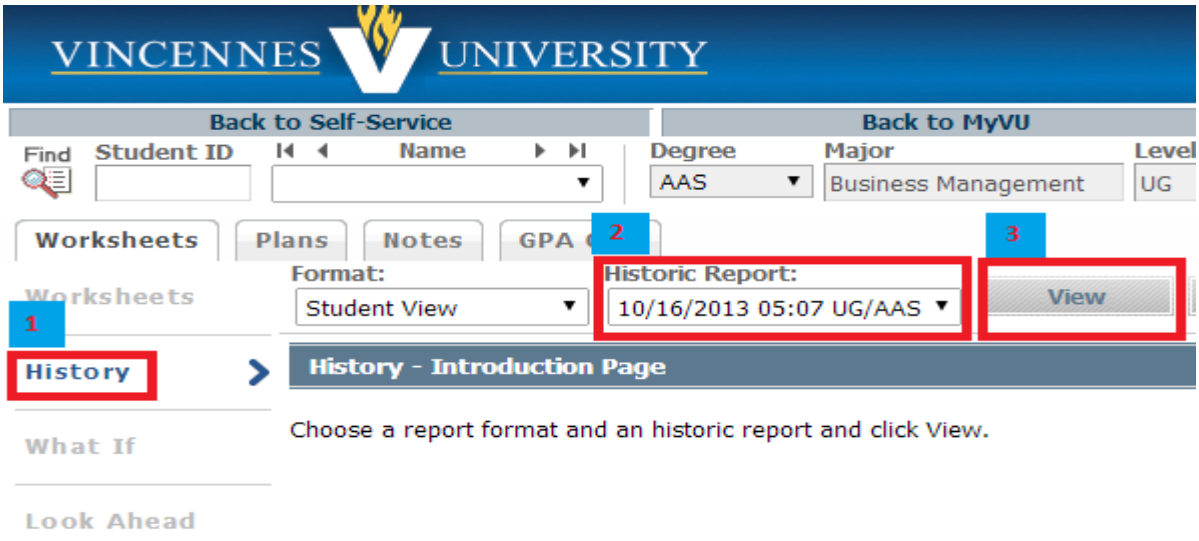
OTHER AUDIT TYPES: HISTORY, WHAT IF, LOOK AHEAD

DegreeWorks allows you to view historical audits, run What If audits, and run audits for planned courses.



HISTORICAL AUDITS (HISTORY)

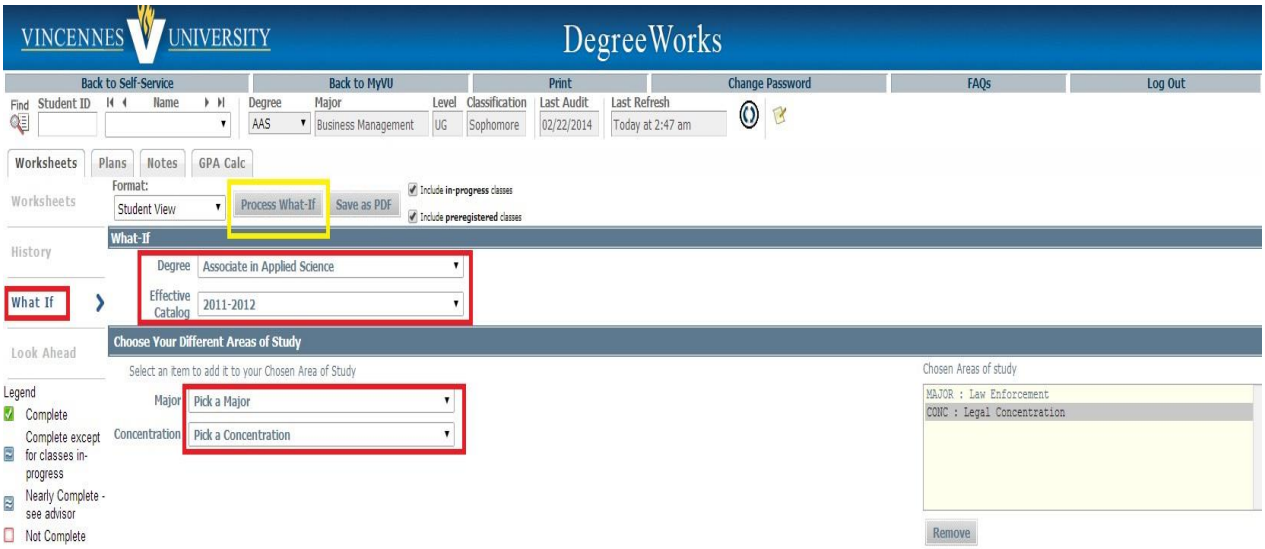
From the History tab, you can view historical audits. The last three audits are available from a drop down menu. To view an historical audit, select the report and click the View button.



WHAT IF AUDITS

From the What If button, you can view requirements for other degrees. To run a What If audit, select the appropriate catalog year and program from the drop down menus. If the program requires a concentration, you will be required to select one.

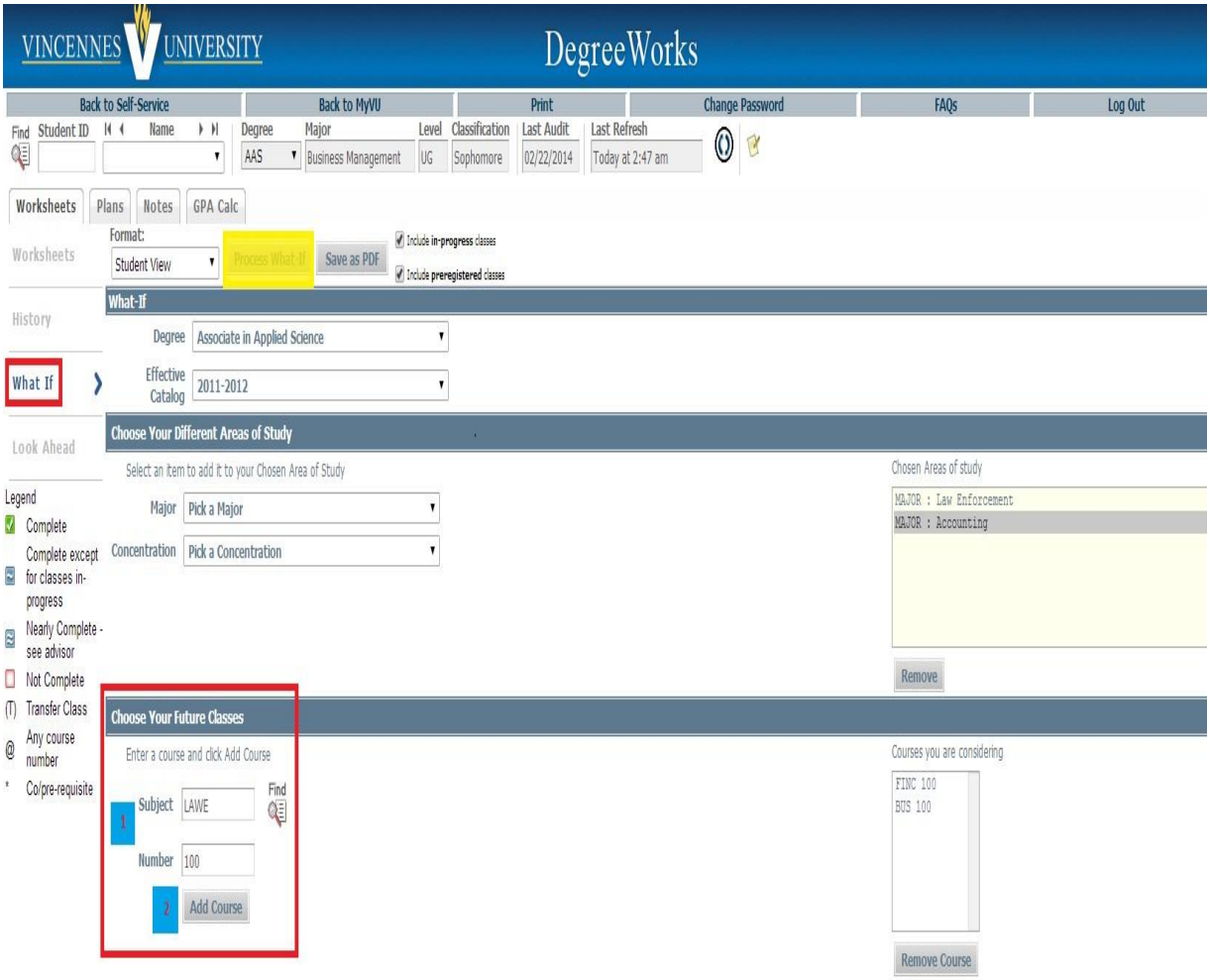
- Catalog Year and Program are required
- Concentration is required if the program requires one
- Use the "Select your additional areas of study" to view requirements for additional majors, minors, or concentrations.
- Click the Process What If button at the top



WHAT IF AUDITS – CHOOSE YOUR FUTURE

A great feature of DegreeWorks is the ability to see how various courses apply to a program. To see how potential courses would apply to the program use the "Choose Your Future Classes" option.

- Enter the Subject & Course Number of the course(s) you want to add
- Click the Add Course button
- Click Process What If (at the top)



The selected degree appears in the audit.

VINCENNES UNIVERSITY DegreeWorks

Back to Self-Service | Back to MyVU | Print | Change Password | FAQs | Log Out

Find Student ID	Name	Degree	Major	Level	Classification	Last Audit	Last Refresh
		AAS	Business Management	UG	Sophomore	02/22/2014	Today at 2:47 am

Worksheets | Plans | Notes | GPA Calc

Worksheets | Back | Selected What-If Items: | Look Ahead Courses Used:

History | What If | Look Ahead

Legend
- Complete
- Complete except for classes in-progress

Associate in Applied Sciences AAS — Effective Catalog: 2011-2012 Credit Hours Required: 60 GPA: 3.793 Credit Hours Applied: 29

Unmet conditions for this set of requirements: 31 Credit Hours needed

- Minimum 2.0 Overall GPA Met
- Developmental Course Requirements
- Major Requirements — Stil Needed: See Law Enforcement AAS section; See Accounting AAS section
- University Core Curriculum — Stil Needed: See University Core Curriculum section
- Core Electives — Stil Needed: See Core Area Electives section
- Intensive Studies Requirement

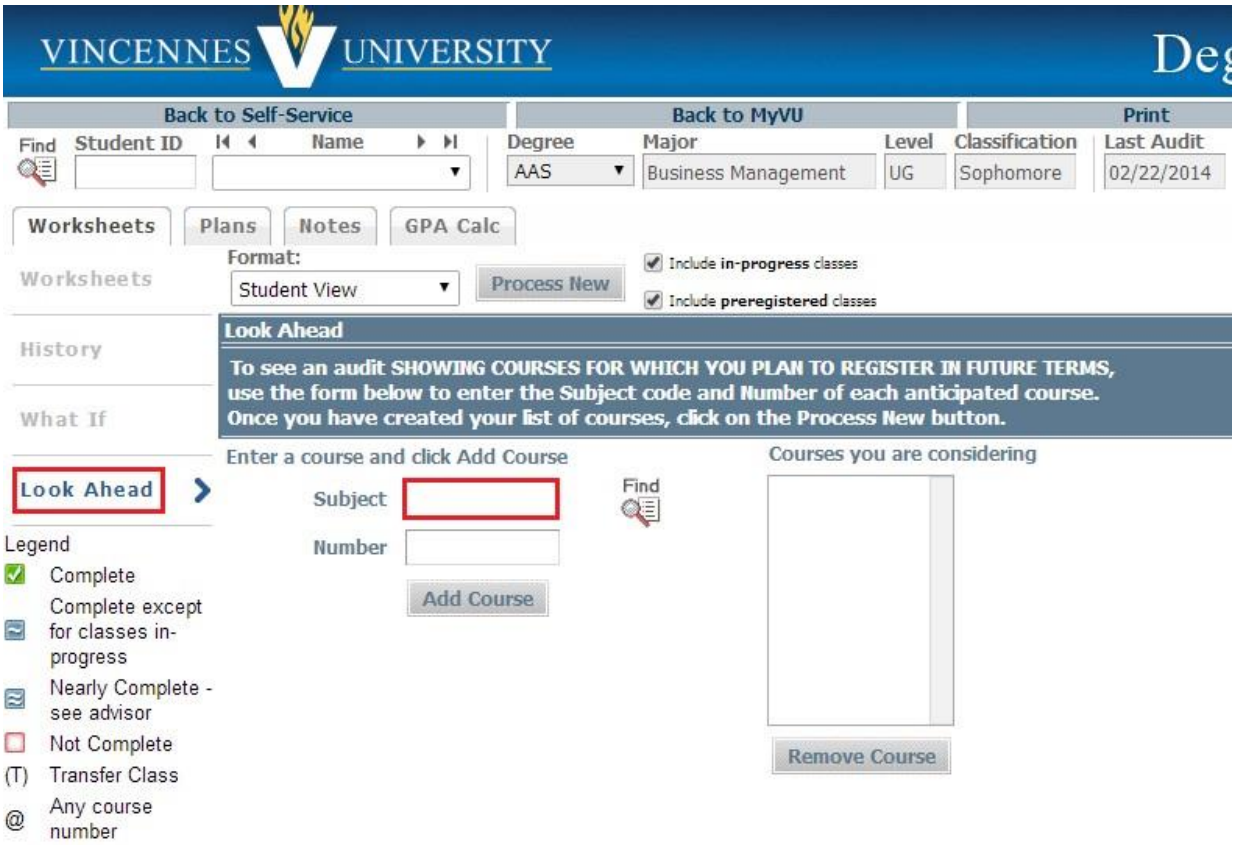
In this case, FINC 100 was not needed for the program and, therefore, falls to Free Electives. The student can tell that it is not required.

Not Degree Applicable				Credit Hours Applied: 18	Classes
ACCT 100	Basic College Accounting	C	3	Fall 2011	
COMP 110	Intro to Computer Concepts	A	3	Spring 2012	
CWEB 213	Web-Based Electronic Commerce	A-	3	Fall 2012	
FINC 100	Intro Financial Institution	PLAN	3	Planned Term	
MGMT 100	Introduction to Business	A	3	Spring 2011	
MKTG 155	Consumer Behavior	B	3	Fall 2011	

In-progress				Credit Hours Applied: 6	Classes
FINC 100	Intro Financial Institution	PLAN	3	Planned Term	
LAWE 100	Survey Of Criminal Justice	PLAN	3	Planned Term	

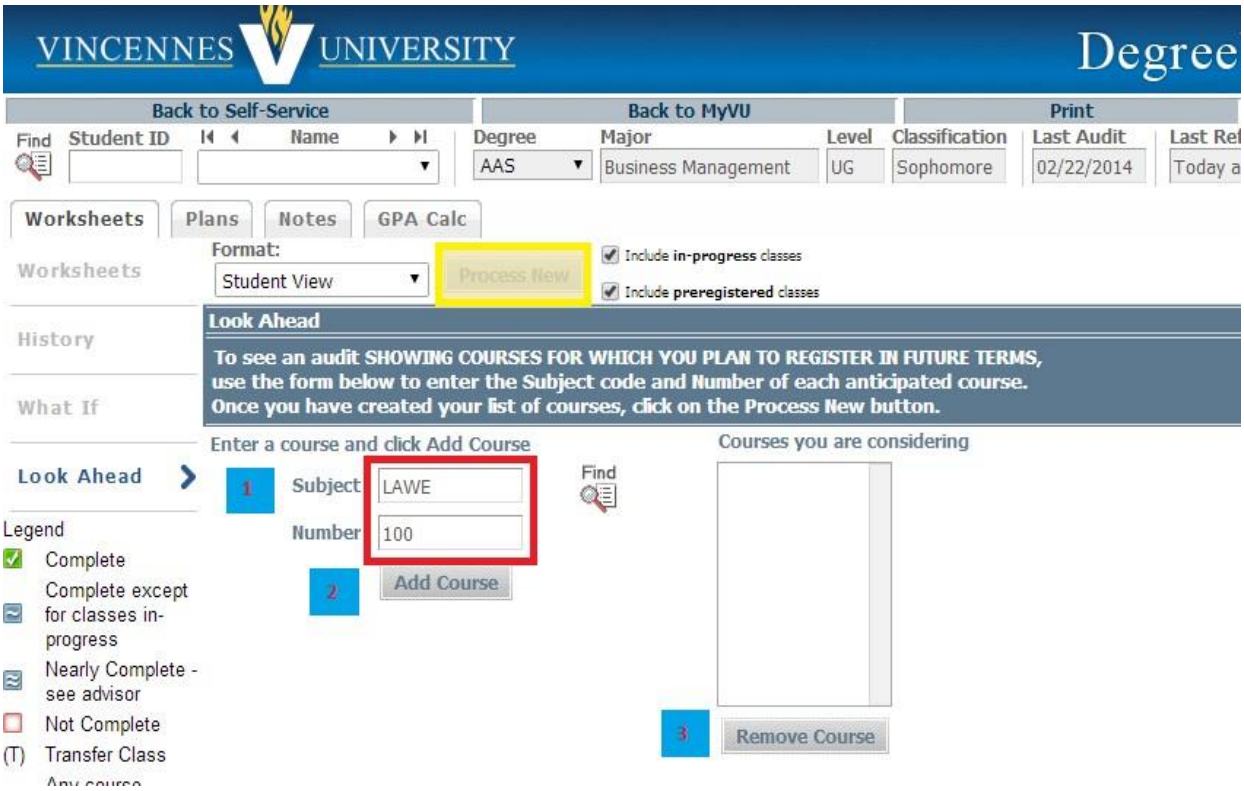
LOOK AHEAD AUDITS

In addition to seeing how potential courses would apply to a What If audit, students have the ability to see how planned courses apply to their own degree audit by using the Look Ahead feature.

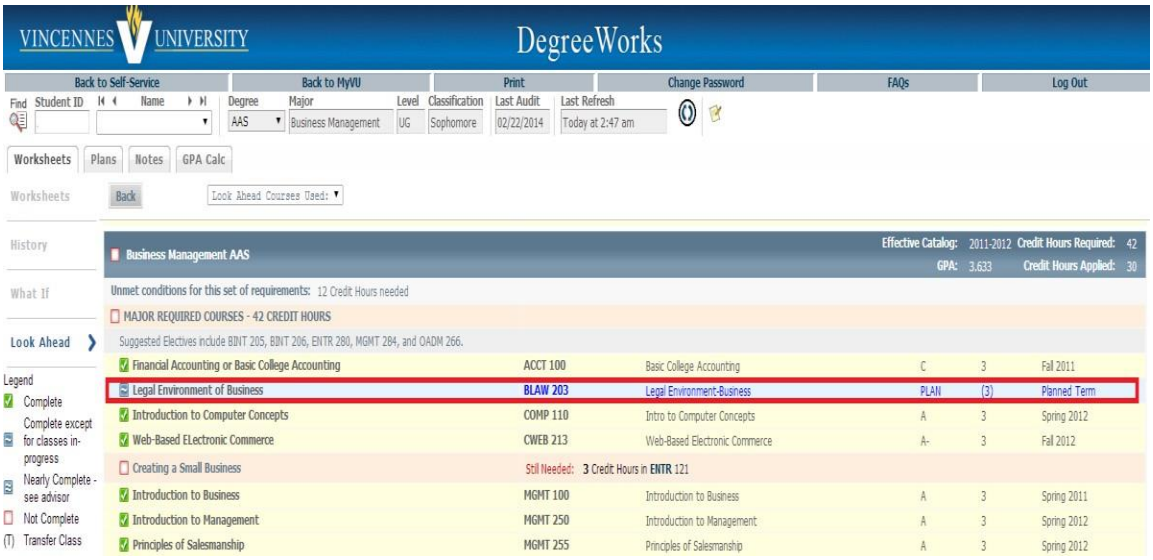


From the Look Ahead tab:

1. Enter the Subject & Course Number of the course(s) you want to add
2. Click the Add Course button
3. To remove courses, select the course and click the Remove Course button
4. Click the Process New button



The audit shows where the course(s) apply and labels them as Planned.



Steps to Preparing the Degree Plan for a Student

1. Open up the DegreeWorks Worksheet

2. Refresh and Process New for the Worksheet

3. Scroll down through the Worksheet and locate **Test Score Placement block** – Make a note of any Developmental Courses Needed. They will need to be ADDED to student PLAN. Again, test score placement should be verified with the placement chart and/or Placement Analyzer (See Page 14).

4. Scroll down through the Worksheet to see if the student has any dual/EXCEL/transfer credit. Make a note of which block the credit fulfills. For example, if a student in high school takes American Government POLS 111, it will fall under the **University Core Curriculum block** and fulfill the **Social Science Requirement – 3 Credit hours.** These courses will need to be DELETED from Student PLAN.

5. Click on Plans tab

6. Select appropriate Template and appropriate line with Major/Degree Type/Catalog Year

7. Starting Term – See page 24 in Advising Manual

8. Activate and Lock the template and SAVE– See page 25 and 31 in Advising Manual

9. Read any pre-populated notes in the PLAN. See page 28 in Advising Manual

10. Delete any classes or place holders that have been filled by dual/EXCEL/transfer credit and SAVE. – See page 31 in Advising Manual

11. Add any needed Developmental Courses in their appropriate terms and SAVE– See pages 38-39 in Advising Manual
    *If a student needs to add additional terms, such as a Summer term, See page 39 in Advising Manual
    *May need to move an entire term, or "Reassign" terms from the bottom up to compensate for a complete term of developmental courses. See page 39 in Advising Manual

12. Move any course that has been affected by the addition of a developmental course, or that need moved to accommodate scheduling. DO NOT move classes that fulfill pre-requisites or critical requirements. An example of a class needing moved: if MATH 102 is in the term that a developmental MATH course has been added, MATH 102 will need moved to a later term and SAVE. See page 38 in Advising Manual

13. Replace any placeholder abbreviations with actual courses and SAVE. See page 32 in Advising Manual

14. Run an Audit to check for accuracy. See page 40 in Advising Manual

15. Change to Calendar View and Print (on bottom left hand side). See 41 in Advising Manual

16. Make necessary notes within the plan as needed. See page 36 in Advising Manual

INDIVIDUALIZED DEGREE PLAN (PLANS TAB):

Working with your student, you will help them create a Degree Plan that begins with the requirements in the Degree Audit (WORKSHEET). Then, organized in a semester-by-semester format, but tailored for each student's unique situation, the Degree Plan will be created. For example, if a student comes to Vincennes University and brings post-secondary, AP or EXCEL credit as a new student, this will be accounted for in the Degree Audit (WORKSHEET) and only the remaining unmet requirements (courses) will be reflected in his/her individualized Degree Plan. The Degree Plan can be adjusted to fit each student's needs, including shortening their program for graduation in a shorter timeframe, adding summer terms, or expanding their program length to accommodate a work schedule or family responsibilities. Once approved, their Degree Plan is what they will follow to graduation.

CREATING AN INDIVIDUALIZED PLAN

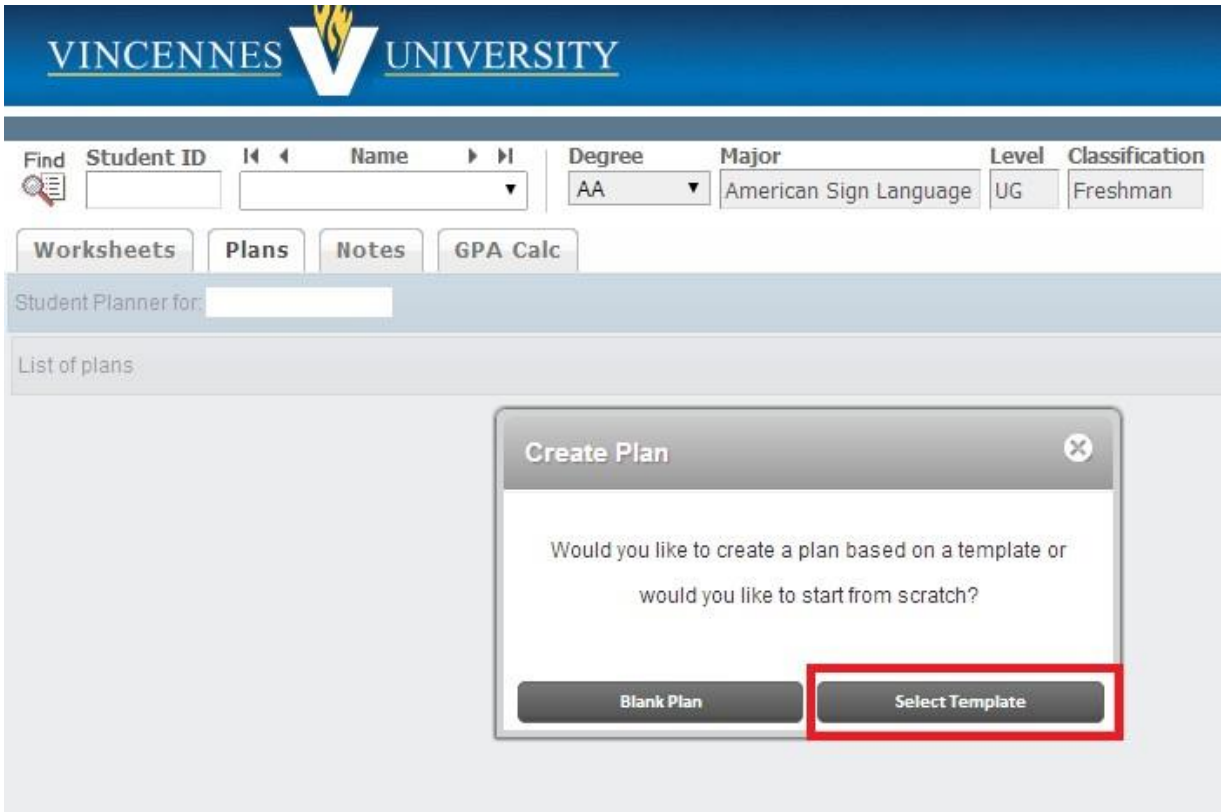
To create or access the student's plan, click on the Plans tab. Plan templates have been created for each major. Templates are generic roadmaps with a recommended course sequence while Plans are unique to the individual student.

TEMPLATE: Roadmap or recommended sequence of courses
PLAN: 2 year plan specific to the student

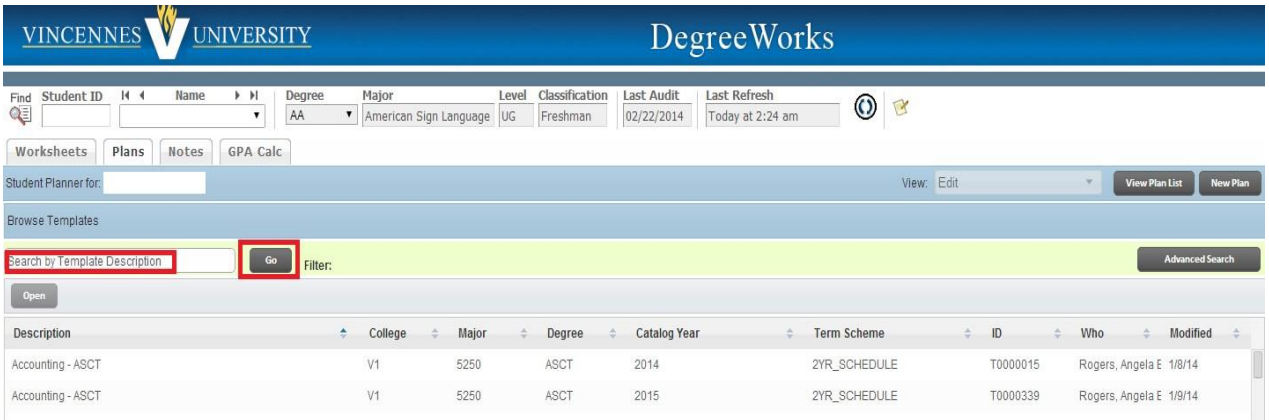
LOADING PLANS

Some students may have an existing plan. Others will need to have a new plan loaded (i.e., first time they meet with an advisor, change of major).

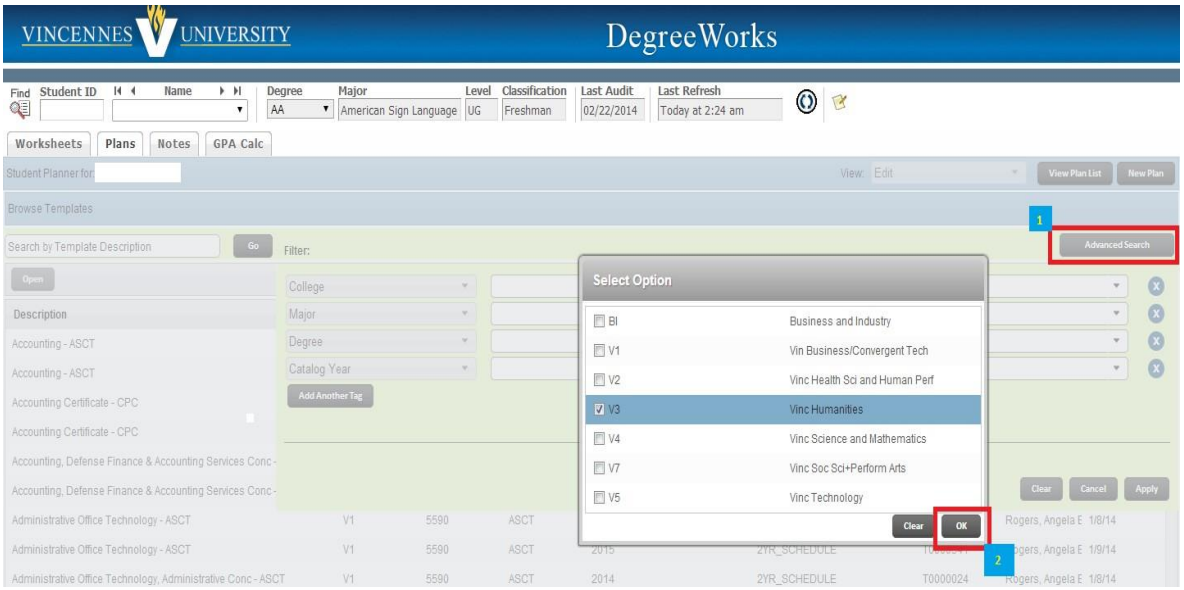
LOAD A NEW PLAN (FROM A TEMPLATE)



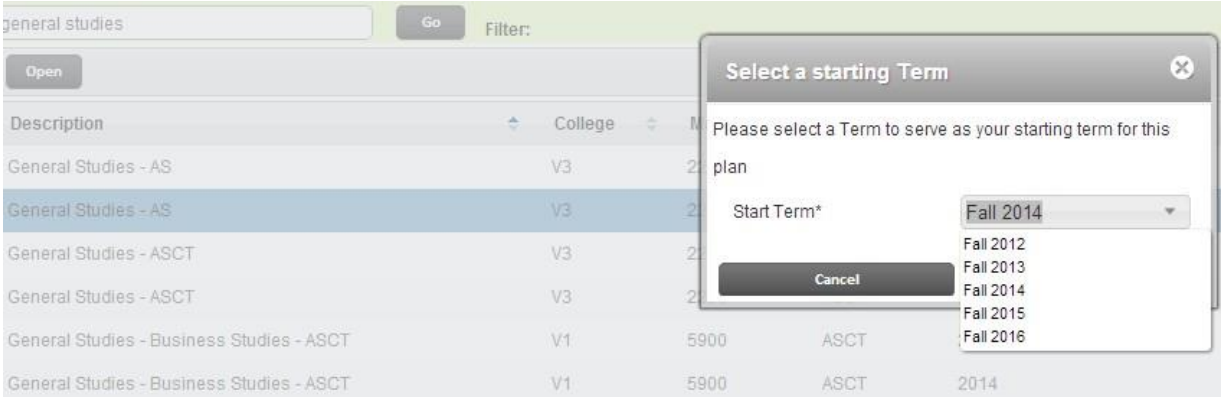
If a plan has not been loaded, you will see a Create Plan dialogue box when you click on the Plan tab. Choose Select Template. Select the appropriate template based on the student's catalog term and major (2015 is for 2014-2015 catalog term). Hovering over the year will tell you specifically what catalog year. Type in part of the major title and click Go to filter the list. You may scroll through the list of programs or sort by any of the headings. Select the appropriate major.



You can also use the **Advanced Search** option to filter by College, Major, Catalog Term, Concentration, etc.

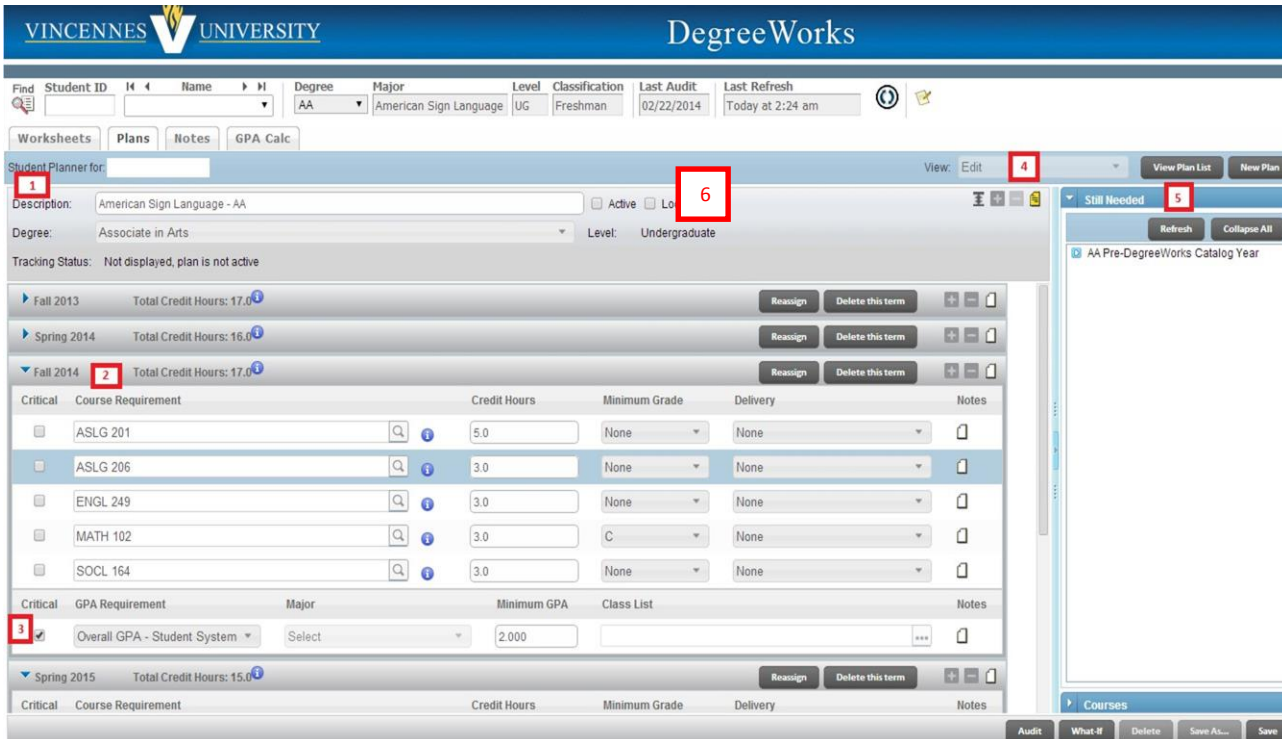


Once you have selected the appropriate plan, choose the start term. This should be the student's catalog term. Then click OK.



You will see this information, which has been labeled for you as follows:

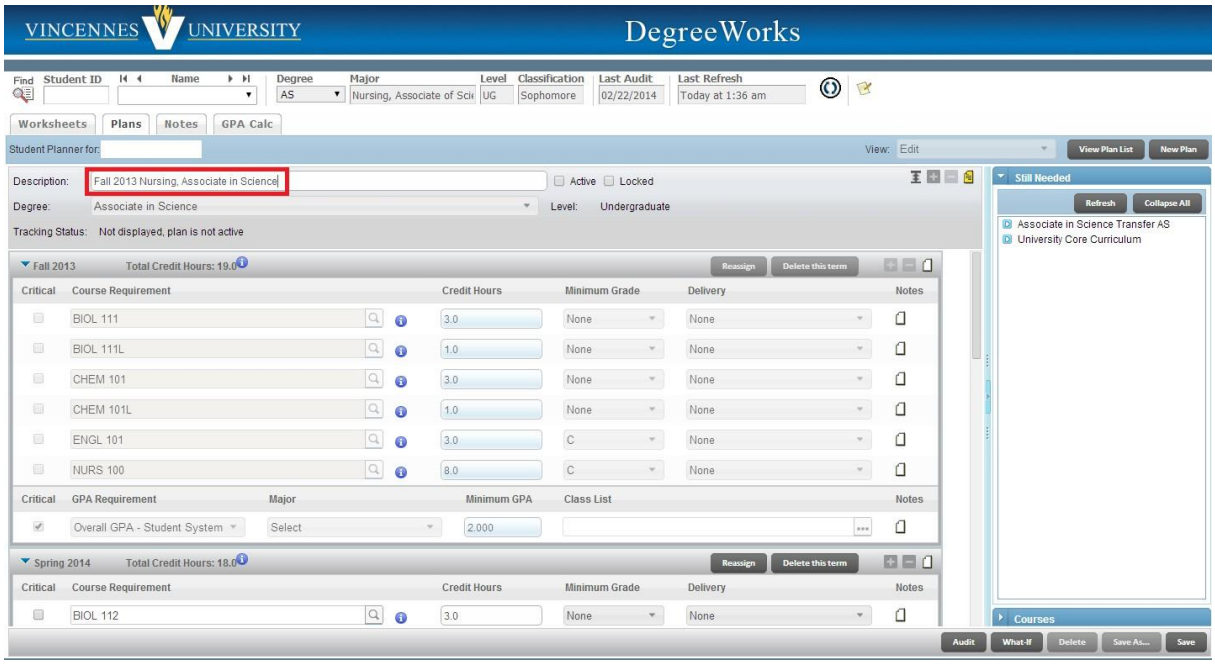
1. General information about the plan
2. Term-by-term recommended sequence of courses and GPA requirements. Terms can be opened and collapsed by clicking on the arrows beside the term.
3. Critical requirements
4. Plan Note
5. Still Needed Section
6. Active and Locked: Active must be marked for accepted plans, and Locked must be locked to enable the tracking feature.



OPEN AN EXISTING PLAN

If a plan has already been loaded and/or approved, select the plan by double clicking on it. If there are multiple plans listed, the plan marked "Active" is the current, approved plan. There is only one active plan at a time. If the student has two majors, the *primary* major should be the active plan.

If the student has an existing plan(s) but has changed majors, you will need to load the template for the new major.

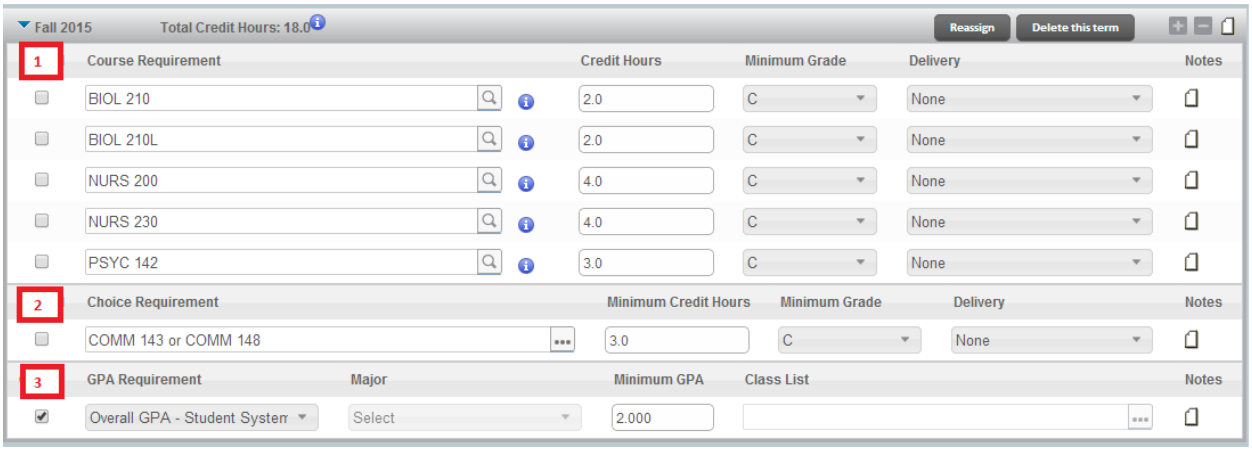


VIEWING PLANS/PLAN COMPONENTS

Term-by-term Course Sequence

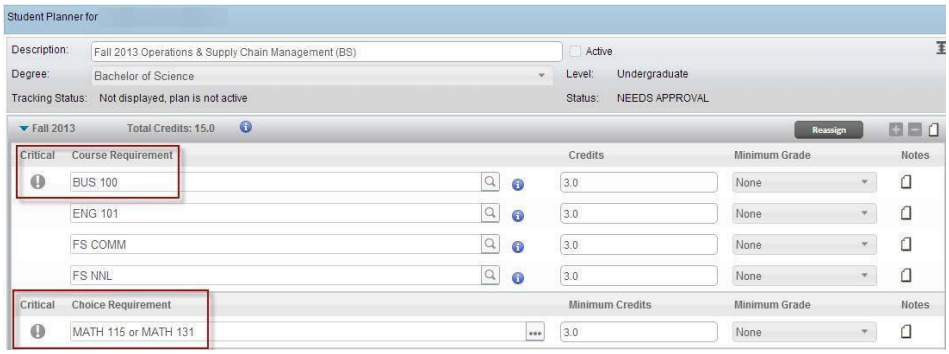
The plan displays the recommended course sequence by term. It includes:

1. Course Requirements: Specific courses to be completed, along with minimum grade requirements, if applicable
2. Choice Requirements: Course lists when choices exist
3. GPA Requirements: Overall, major, and class list (i.e., departmental) GPA requirements



CRITICAL REQUIREMENTS

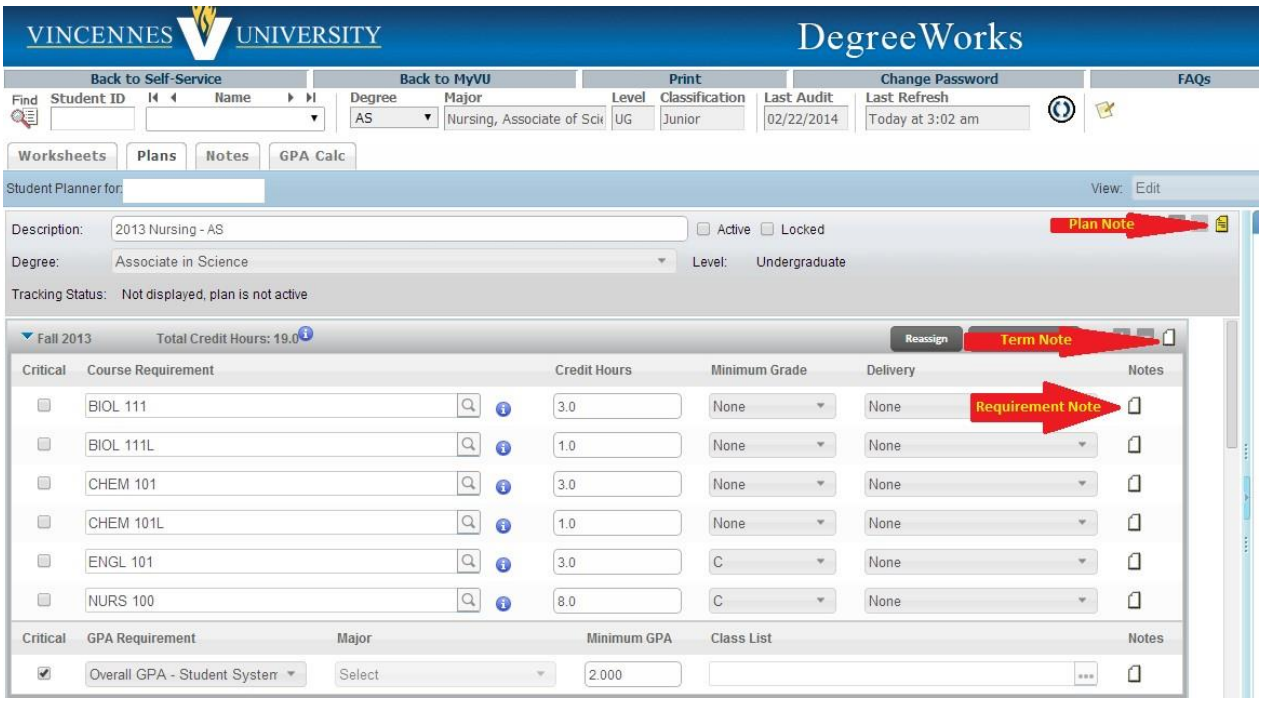
The plan shows requirements that are critical – meaning, the student must complete that course by the designated term or s/he is off-track and not on target to graduate on time. If a student gets off-track, a circular red exclamation point AND yellow warning signs will appear to the left of the course name under critical. GPA requirements are considered critical, as are various courses in the major. In the example below, BUS 100 is a critical course in the first term, as is the math requirement.



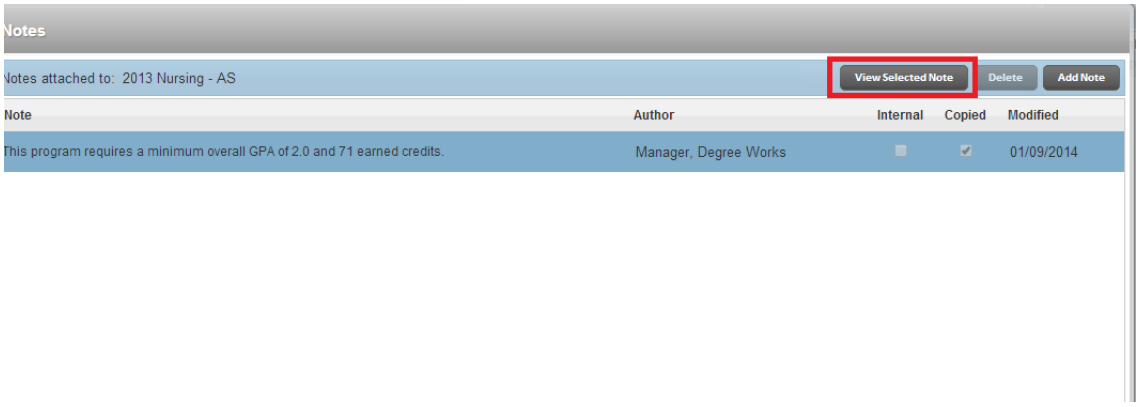
NOTES

There are several types of notes.

- Plan Note: Normally contains GPA requirements. **This is also where status and advising notes related to Graduation Guarantee are stored.**
- Term Notes: This can be used to include notes pertaining to that term
- Requirement Notes: Notes about a specific course requirement (recommended course to fulfill a requirement, description of elective codes, Foundational Studies course that can fulfill a major requirement, etc.).

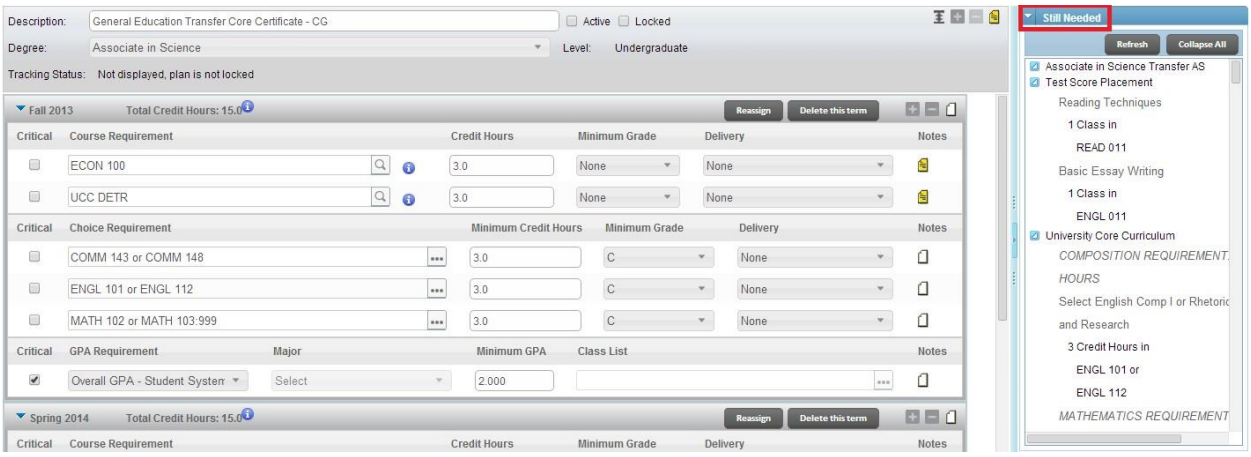


Notes that have been populated are highlighted in yellow. To view the note, click on the icon, select the note you wish to view and click the View Selected Note button.



STILL NEEDED

The Still Needed section shows the requirements on the audit that have not been completed and/or planned. It lists the course options available for each unplanned (and unmet) requirement. The Still Needed section comes directly from the degree audit and is intended to help the student/advisor update the plan.



PLACEHOLDERS

Pseudo courses or "placeholders" are used to designate requirements and elective or minor coursework. For MAJR placeholders, the Still Needed section shows a list of courses that fulfill that requirement.

DegreeWorks – Student Education Planner (SEP) Placeholder Definitions

Subject Code	Course	Credits	Title	Class Options Found
ELCT	CONC	1 to 5	Concentration Directed Elective	
ELCT	GENL	1 to 5	General Elective	
ELCT	MAJR	1 to 5	Major Directed Elective	
UCC	DCGP	3	UCC Diverse Cultures/Global Persp	Plan: Still Needed UCC
UCC	FORL	4	UCC Foreign Language	Plan: Still Needed UCC
UCC	HID	3	UCC Human Issues & Dilemmas	Plan: Still Needed UCC
UCC	HUM	3 to 4	UCC Humanities	Plan: Still Needed UCC
UCC	LBSC	1 to 5	UCC Lab Science	Plan: Still Needed UCC
UCC	MATH	3 to 5	UCC Mathematics	Plan: Still Needed UCC
UCC	SS	3	UCC Social Science	Plan: Still Needed UCC
UCC	WRIT	3	UCC Writing	Plan: Still Needed UCC
UCC	DECT	1 to 8	UCC Directed Elective C/T	Worksheet: Core Area Elective Block Remaining UCC
UCC	DETR	1 to 8	UCC Directed Elective Transfer	Worksheet: Core Area Elective Block Remaining UCC Requirements

FURTHER EXPLANATION OF UCC DECT & UCC DETR

UCC DECT: University Common Core Directed Elective Career Tech UCC

DETR: University Common Core Directed Elective Transfer

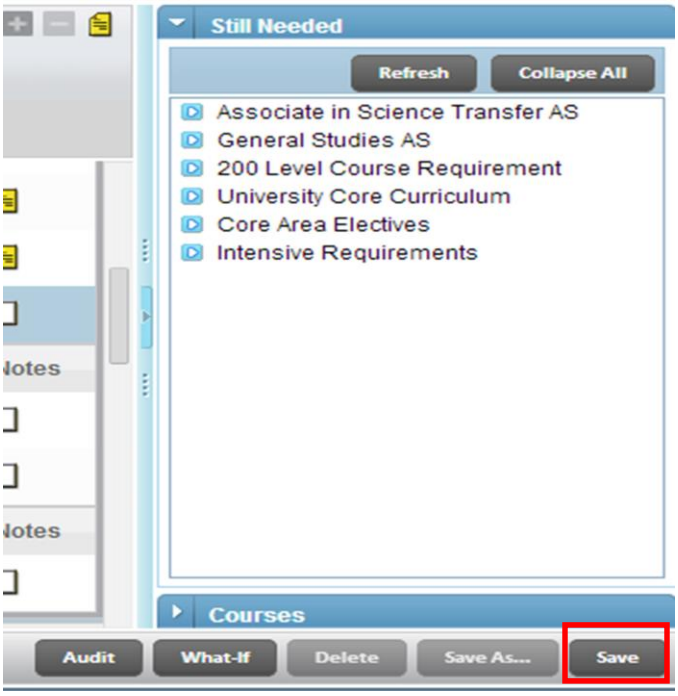
In the Worksheet, under the Core Area Electives Block, is where you would find the UCCDECT or UCC DETR class options to fill the placeholder. The below example is taken from the GENERAL STUDIES – AS 2014-2015, but this list could be different for all specific programs, so please consult the DegreeWorks Worksheet for the specific choices. It is also important to read any NOTE beside a placeholder. If the placeholder is UCC DETR, the note may specify which specific type of UCC course from the class block. For example, it may specify that a Social Science choice must be selected.

Core Area Electives		Effective Catalog: 2014-2015 GPA: 0.000
Remaining UCC Hours - Select 8 Credit Hours	Still Needed:	**8** Credit Hours in **AGRI** 103 or **ARTT** 110 or 116 or 130 or 131 or 213 or 220* or **BIOL** 100 or 101 or 105 or 105L or 107 or 107L or 108 or 109 or 111 or 111L or 112 or 112L or 200 or 208 or 208L or **CHEM** 100* or 100L or 101* or 101L or 103* or 103L or 104 or 105 or 105L or 107 or 108 or 110 or 120 or **CHMT** 100 or **COMM** 202 or **ECON** 100 or 201 or 202 or 203 or 208 or **ENGL** 102 or 107* or 108* or 109* or 205* or **ERTH** 100 or 101 or 101L or 105 or 115 or 115L or 204 or 207 or 208 or 210 or 221 or **FACS** 156 or 206 or **FREN** 101 or 103 or **GRMN** 101 or 103 or **HIST** 125 or 131 or 132 or 139 or 140 or 155 or 235 or 236 or **HUMH** 221 or 222 or **HUMN** 210 or 211 or 245 or **JOUR** 216 or **LITR** 100 or 210 or 211 or 220 or 221* or 222 or 223 or 224 or 225 or 227 or 228 or 229 or 230 or 240 or **MATH** 102 or 103 or 104* or 110 or 111 or 115 or 118 or **MUSI** 218 or **PHIL** 111 or 212 or 213 or 220 or **PHYS** 105* or 105L or 106* or 106L or 205* or 206* or 206L or 218 or **PHYT** 101* or **PSCI** 101 or 102 or 103 or **POLS** 111 or 112 or 201 or 210 or 211 or **PSYC** 141 or 142 or 201* or 240 or 253* or 280 or **RLST** 201 or 202 or **SOCH** 211 or **SOCL** 151 or 154 or 164 or 245 or 250 or 252* or 253* or 254 or 260 or 261 or **SPAN** 101 or 103 or **THEA** 100 or 146 or 245 or 250

MODIFYING THE PLAN

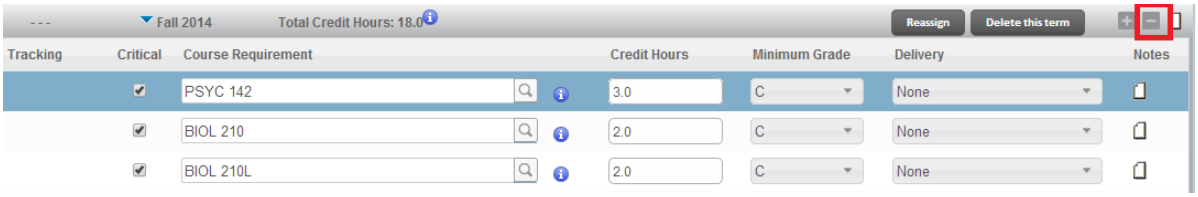
SAVE FEATURE

Each time a plan has a modification made, you must Save after each individual change.



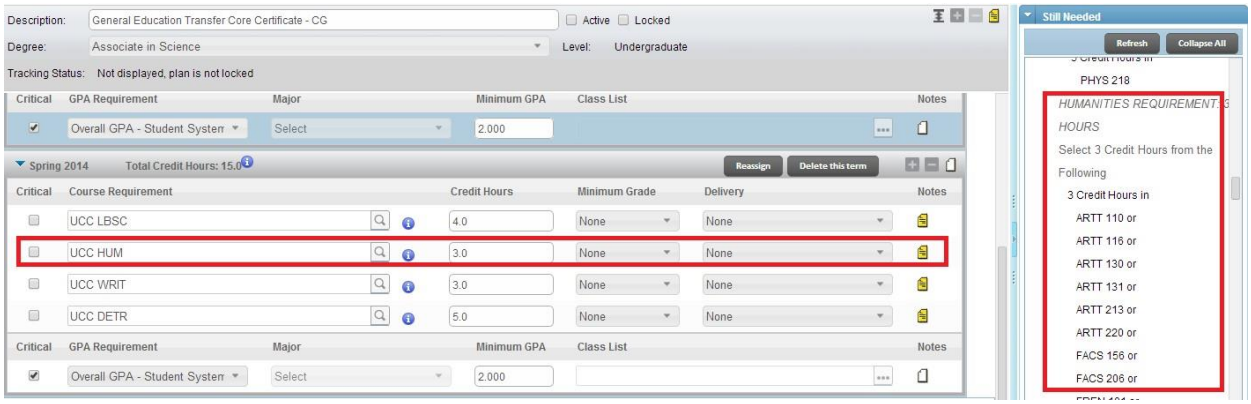
DELETING REQUIREMENTS

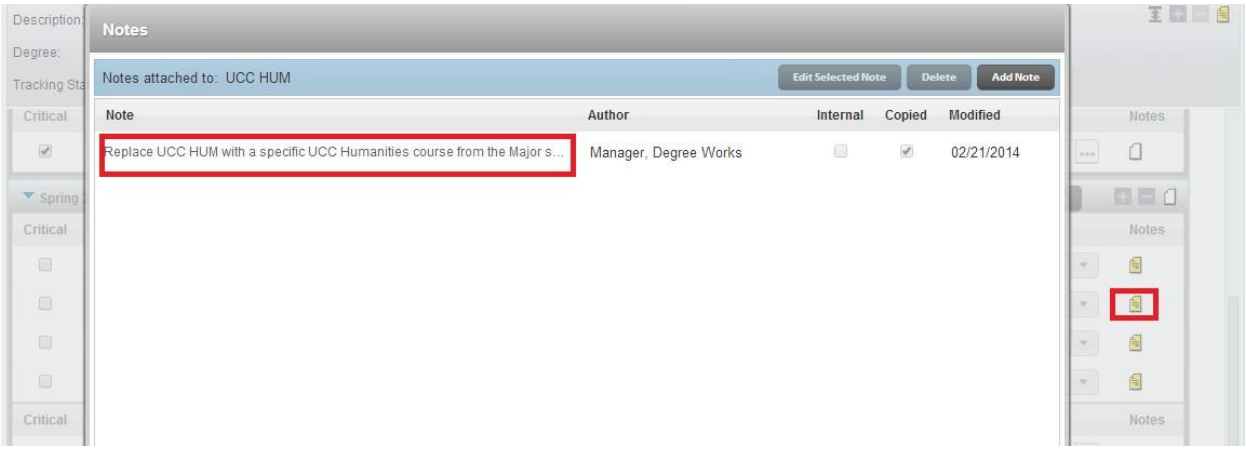
If you need to delete a requirement, click on the requirement (outside the text boxes) so it is highlighted in blue. Then click the delete button (-) for the respective term.
Do NOT delete critical requirements. The **only** exception to this is if the student already completed the course. This step is a definite necessity for AP/Dual Credit/Transfer Credit. Those classes meeting these conditions will be listed on the Degree Worksheet and must be deleted from the plan. Students have already completed the courses; so, they are NOT necessary in their future academic plan. The classes fulfilled by AP/Dual Credit/Transfer Credit classes should be deleted first thing.



REPLACING A PLACEHOLDER

By clicking on the yellow note icon next to the pseudo placeholder requirement, you will find a brief description of what the placeholder is and how to identify which courses fulfill that requirement.

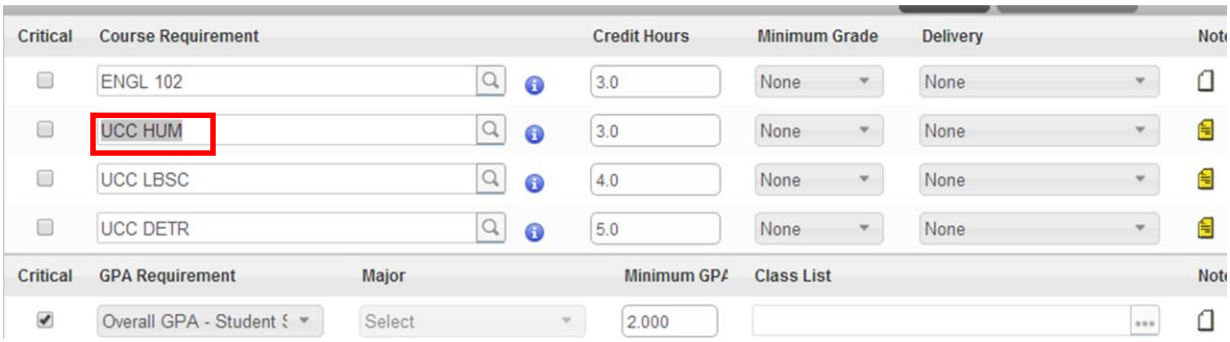




According to the note, in the General Education Transfer Core Certificate plan example above, the UCC HUM placeholder needs to be replaced with a specific University Core Curriculum in the Humanities section. In the Still Needed section, under University Core Curriculum, Humanities Requirements, this shows "at-a-glance" which courses fulfill the requirements of each UCC area (Humanities, Science, Math, Social Science).

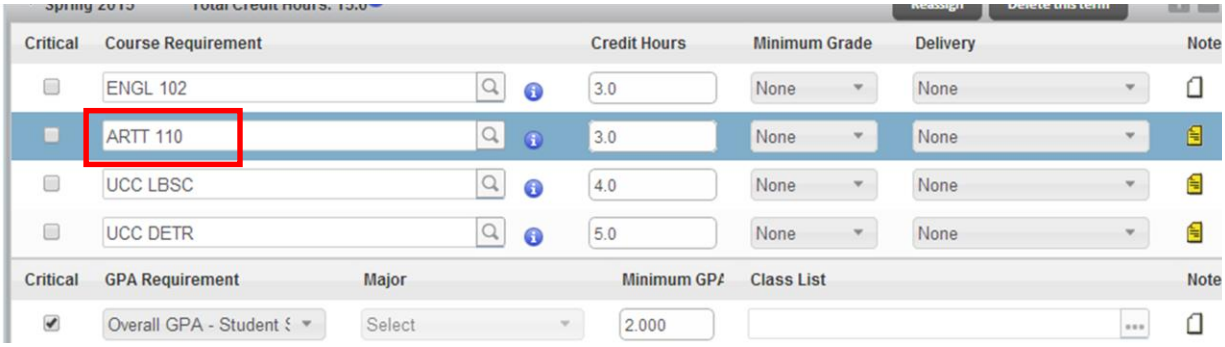
TO REPLACE THE PLACEHOLDER

Step 1. Highlight UCC HUM



Step 2. Type the course prefix and number over the existing entry (i.e., type ARTT 110 over UCC HUM.

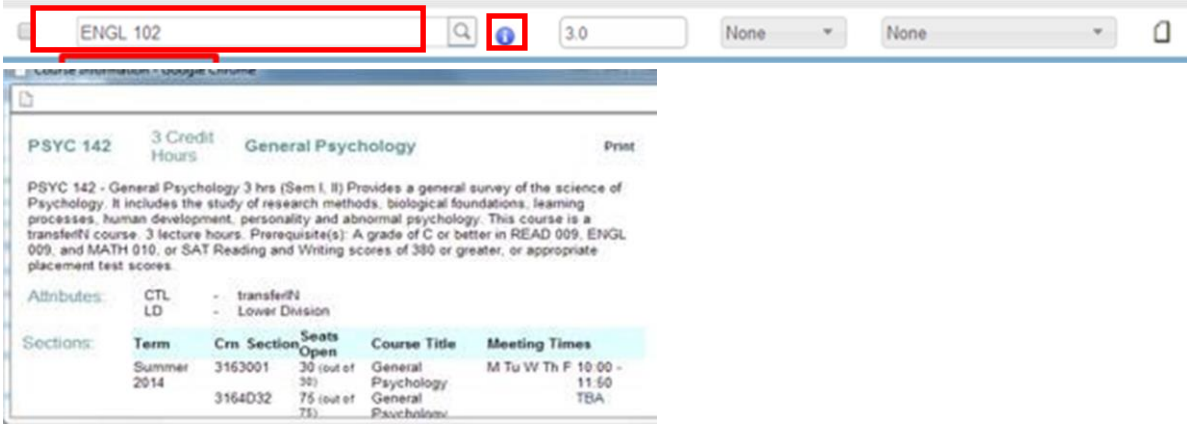
(You may also use the Search feature to find a course, if you do not wish to use the Still Needed.) Then press Tab to fill in Credit Hours.



The templates include placeholders for various types of electives or choices within the major. Replace the placeholder with the specific course that the student plans to complete. You do not need to replace them all for General Studies Majors, but ideally, those coming up within the next semester or two should be replaced with the actual course. This process aids in planning the number of seats needed for a particular course. Other Majors should have the plan completed.

INFORMATION BUTTON - CIRCULAR BLUE "i"

For classes that are specific and NOT placeholders, ex. ENGL 102 in the below plan: by clicking on the circular blue exclamation point, you can get a course description and when the class meets/CRN. This is important, especially if you need to move the course and need to check if it is offered in a specific semester. Once a placeholder has been replaced with a specific class, this feature will then be enabled for that class.

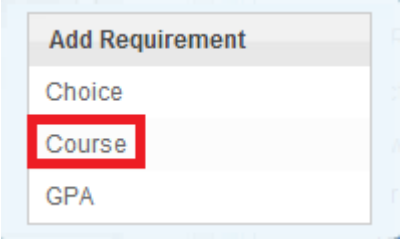


ADDING TERM REQUIREMENTS

Click the + button for the respective term

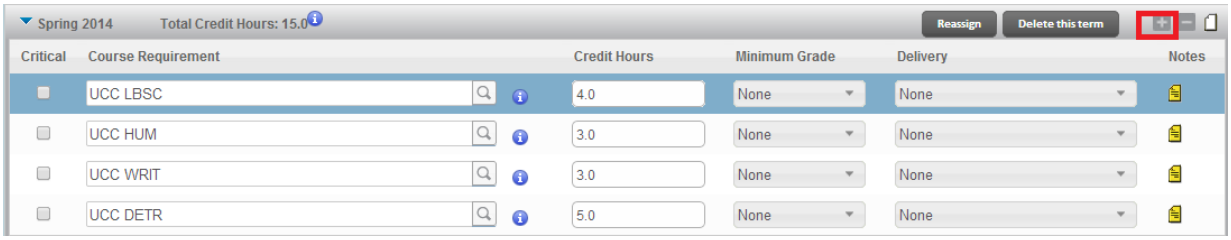
1. From the Add Requirement box, select the appropriate type of requirement, for the below example, Course.

2. A blank course line will appear within the term. Add the course prefix and number to the new (blank) requirement. A space is required between the prefix and number. Check the credit hours and update

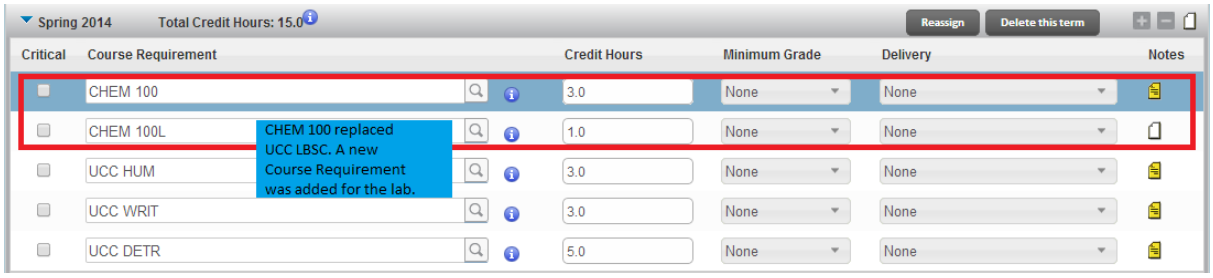


In the example below, UCC LBSC is replaced with CHEM 100 and a new Course Requirement is added for CHEM 100L. The credits are updated from 4 for UCC LBSC to 3 and 1 respectively for CHEM 100 and CHEM 100L.

ORIGINAL



UPDATED

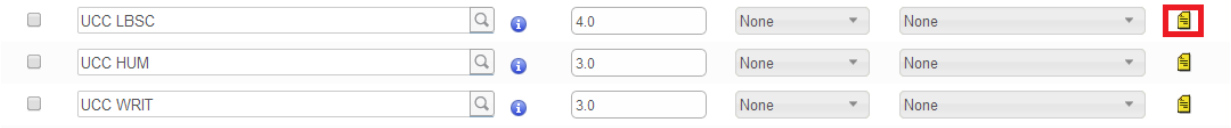


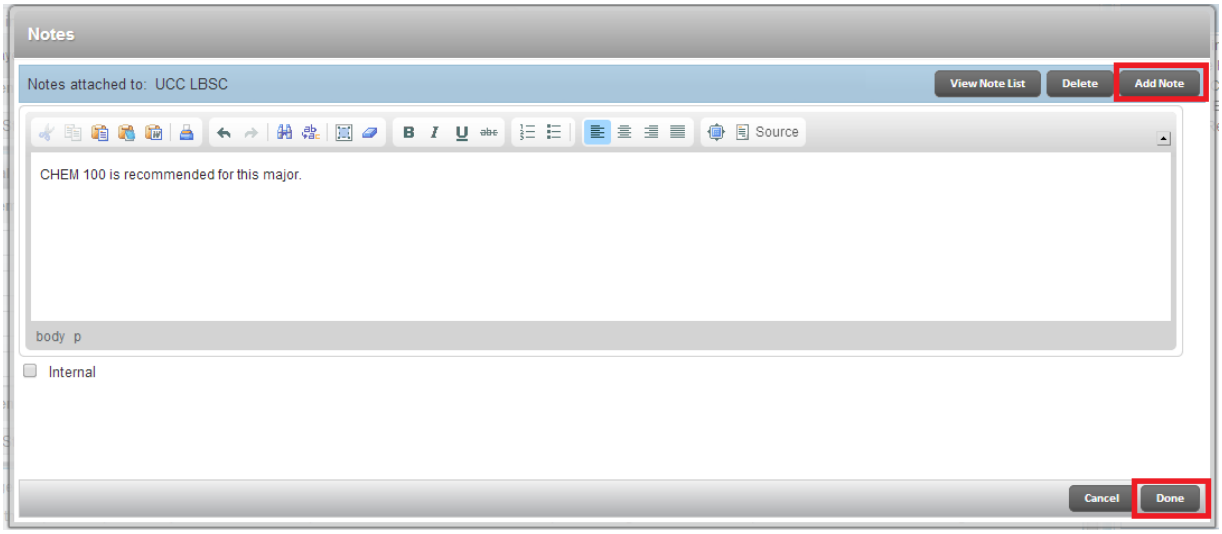
ADDING NOTES

If there is a specific course needed for a major that also fulfills a UCC requirement or other important information you wish to convey about a requirement (i.e., only offered in the Spring), you can leave a note on that UCC requirement. To leave a note,

- Click on the appropriate note icon
- Click the Add Note button
- Type in the text
- Click the Done button to save your note

The student and others advisors who have access to the student's records are able to view these notes. Internal notes can be marked so that students cannot view the note.





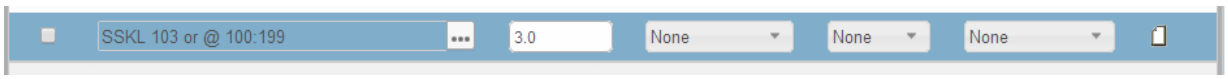
COURSE REQUIREMENTS

"STILL NEEDED" COURSES - OTHER OPTION

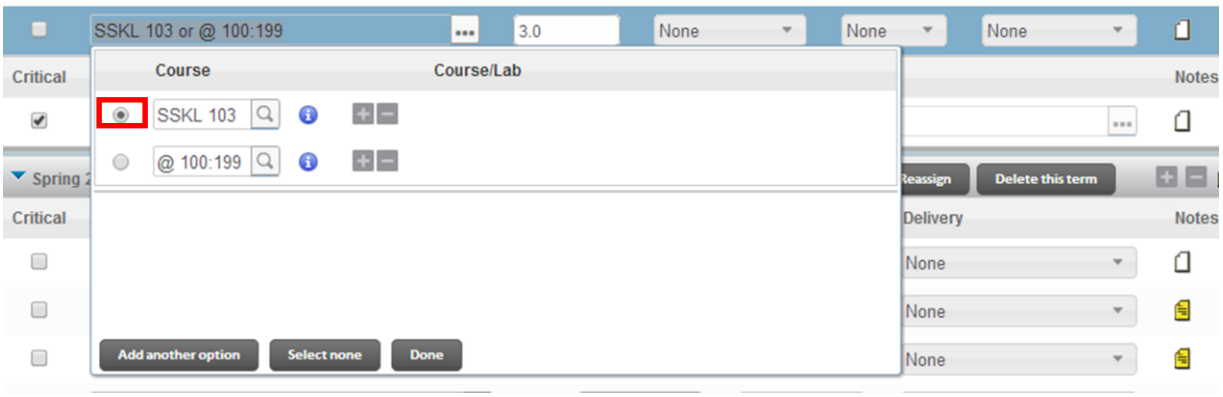
- You can click and drag courses from the Still Needed section to the respective term. This process will add this class and leave the placeholder.
- Be sure to delete the placeholder course marker, if that placeholder is being replaced by the added course.

UPDATING MULTIPLE OPTION CHOICE REQUIREMENTS

Choice requirements allow students to choose from multiple options. You may not be able to see all of the options, in which case, you can click in the text field to see all of the courses.

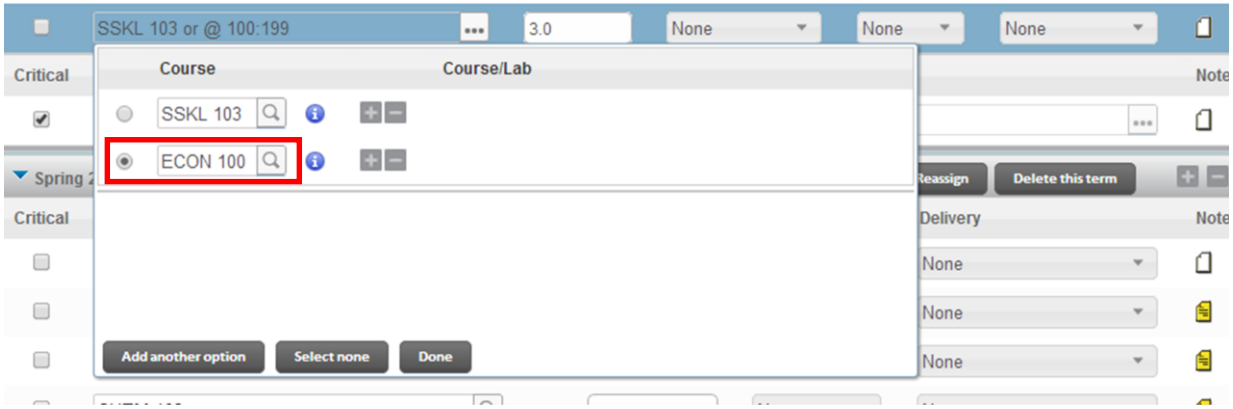


OPTION:
By double clicking on the text, all Course options appear in this Choice Requirement. Selecting the circle next to SSKL 103 selects this course



OR

OPTION: Replace the @100:199 with a 100 level elective class and select the circle next to replacement.

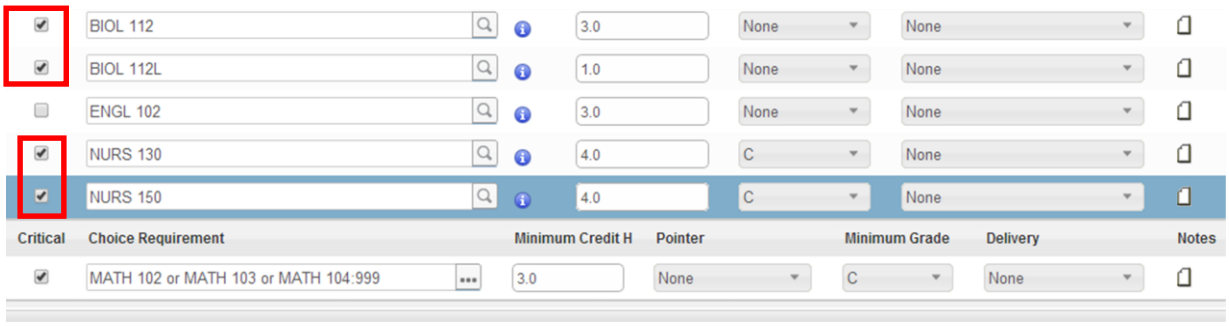


MOVING COURSES

Courses can be moved from term to term. Before moving any courses, make sure it is not marked as Critical. **Do not move critical courses! Critical courses must be taken during or before the semester in which they are planned.**

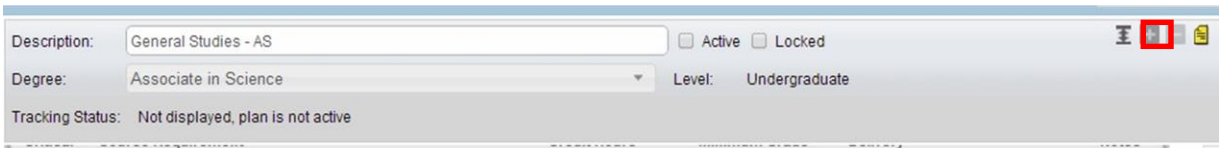
If a course is a pre-requisite for a course in the following semesters, you may wish to mark it as critical for scheduling purposes. Degree PLAN does not recognize pre-requisite requirements. So, if a course is out of sequence, it will not be recognized until you attempt to register the student on SSB.

If the student did not register for the course or failed to meet the grade requirement, the student is considered OFF TRACK for graduating on time. If the student missed the requirement, ADD the requirement to the next term in which the student should complete it. Leave the original off-track item in the original term. Leaving it in the original term allows us to use the data for reporting purposes and to communicate the student's status appropriately. You may move courses to a different term by selecting the course and dragging (scrolling) it to the appropriate term.

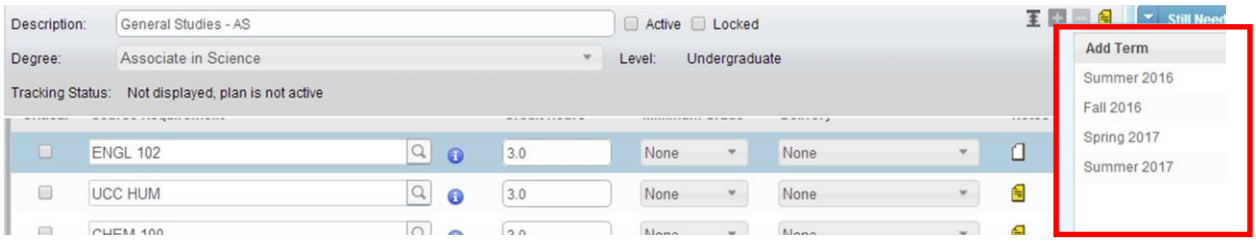


YOU have marked NURS 130, NURS 150, BIOL 112 and BIOL 112L as Critical. DO NOT move these classes because they are pre-requisites to courses in the following semester.

ADDING TERMS



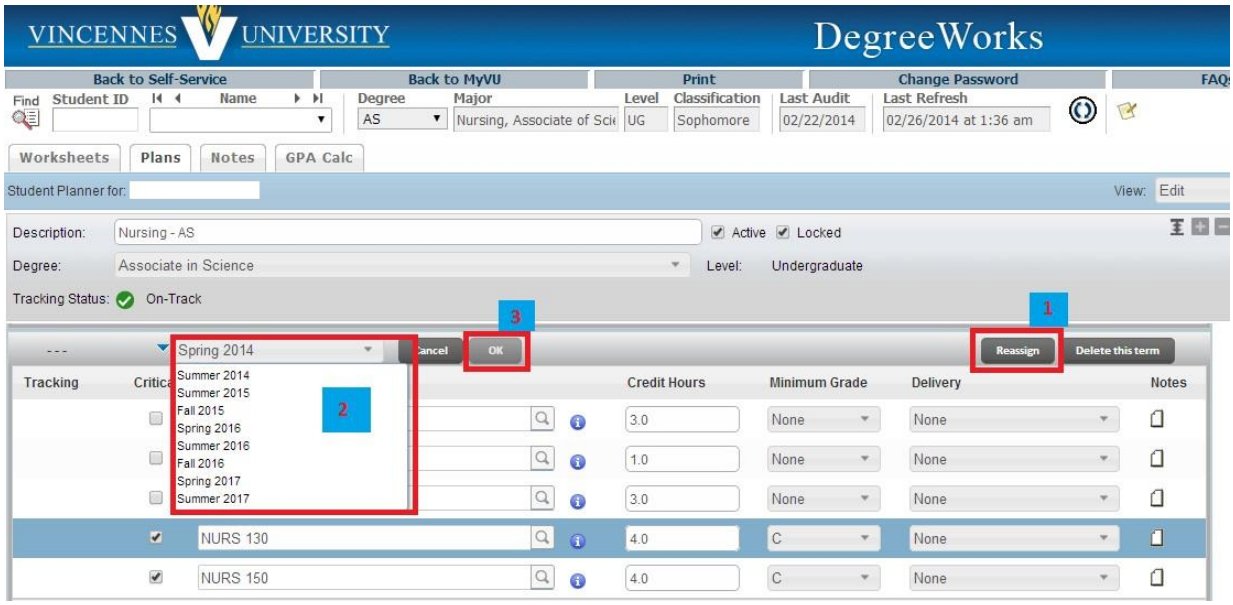
This can be useful, for example, if a student needs/wants to take classes in the summer months. If so, you would need to add a term, then add classes to the term.



REASSIGNING TERMS

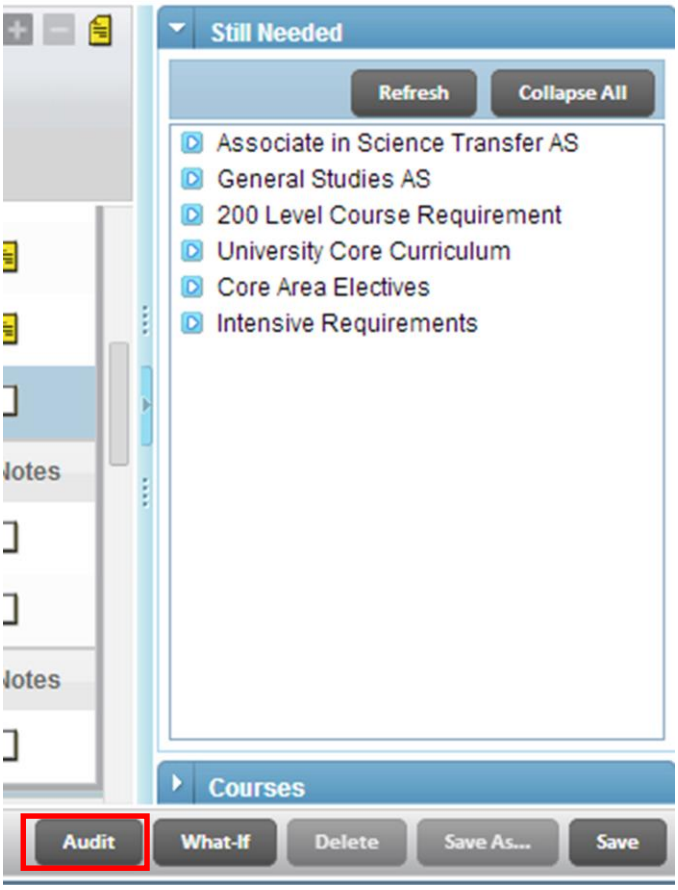
If you find that it would be easier to move an entire term, you can use the Reassign feature.

- 1. Click Reassign
- 2. Select the appropriate term from the drop down list (terms already on the plan are not available to be selected), so begin with the last term that needs to be moved and work your way backward.
- 3. Click OK



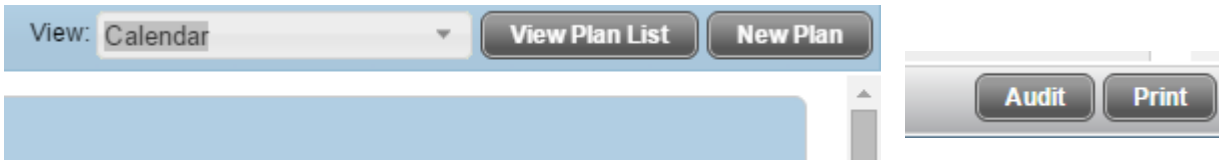
VERIFYING ACCURACY OF THE PLAN

It is critical to verify the accuracy of the plan. Save and approve the latest version of the plan. Then run a degree audit against the plan by clicking the Audit button. This will compare the PLAN against the WORKSHEET. Planned courses will show on this Audit as Planned. Only placeholders and Choice Requirements should show as unmet.



PRINTING A PLAN

From the View menu, select Calendar, and then Print (found on bottom left hand side).



ANNUAL REPORTING (Following the Spring Semester)

_____Review student's progress (review on/off track indicators and overall progress (i.e., credit hours earned, Academic Standing)

_____Add a Plan Note to let the student know if s/he is on- or off-track to graduate in 2 years (AS, ASCT, AA) or 4 years (BS)

_____If the student is not on track to graduate (i.e., missed a critical requirement), tell the student HOW to get back on-track. Update the plan, accordingly.

_____If the student cannot feasibly graduate on time:

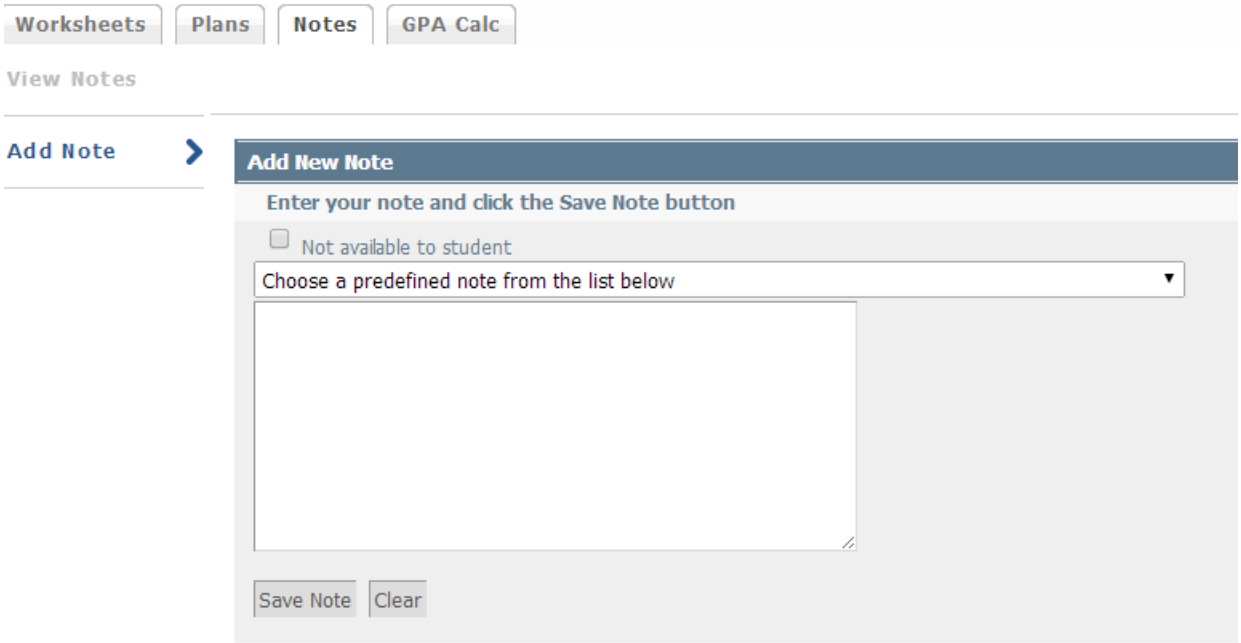
1. Add a new term(s) to the plan and update it, accordingly.
2. Add a note explaining to the student that s/he cannot graduate on time. Use this as an opportunity to discuss the student's career choice, other options, which goal (graduating on time, completing this major) is the priority, Plan B advising, etc.

WORKSHEET NOTES

Advisors can leave notes and information for the students and other advisors to view on the WORKSHEET. The Notes become part of the student's academic record so it is important to use discretion.

ADDING NOTES

From the Notes Tab or Note icon, click on "Add Note." You can choose from the prepopulated notes or type your note in the text field. Once you have typed in your note, click the Save Note button.



The note will appear on the student's Worksheet for the student, unless you mark internal, and other advisors to view. You will NOT be able to delete this note. If a note needs to be deleted, please contact the Registrar's office. You will receive a confirmation message that the note was added.

GPA CALCULATORS

There are three types of GPA calculators available for students and advisors to use to predict their GPA or reach their desired GPA. To access the Graduation Calculators, click on the GPA Calc Tab and select the appropriate calculator.

GRADUATION CALCULATOR

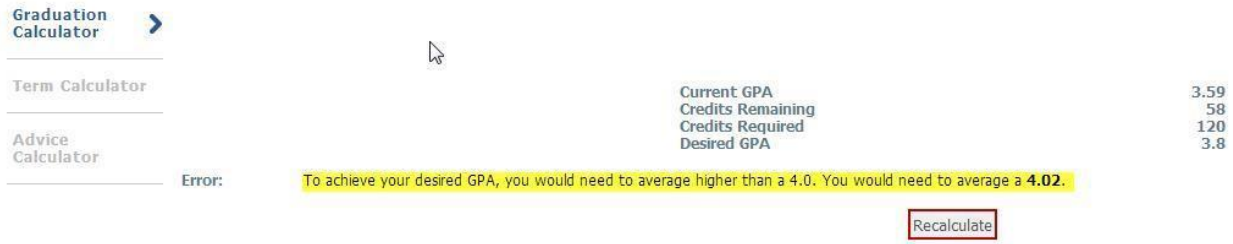
The graduation calculator allows students to indicate their desired GPA at graduation and to see what GPA they would need to earn given their remaining credit hours. The student's cumulative GPA prepopulates in the Current GPA field. Fill in the Desired GPA. Credits Remaining (credits needed to reach 60) and Credits Required (total credits required for graduation, in most cases, 60) are available on the Worksheet Tab under the Bachelor's/Degree Block:

Please note that some students need more credit hours than what is needed to reach 60/120 credits for graduation. If so, they should put in the total number of credits left (Credits Remaining) and the total number of credits before they will graduate (Credits Required).

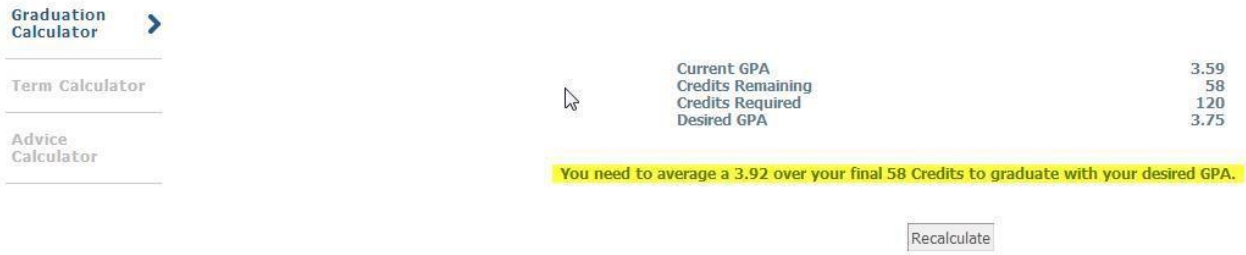
Fill in the fields and click the "Calculate" button.

The system calculates the GPA. In this case, it is not possible for the student to graduate with a 3.8 GPA if s/he only completes 58 additional credits. (Keep in mind that students may retake courses for grade improvement, so it may be possible for the student to graduate with a 3.8.)

To select different criteria, click the “Recalculate” button.



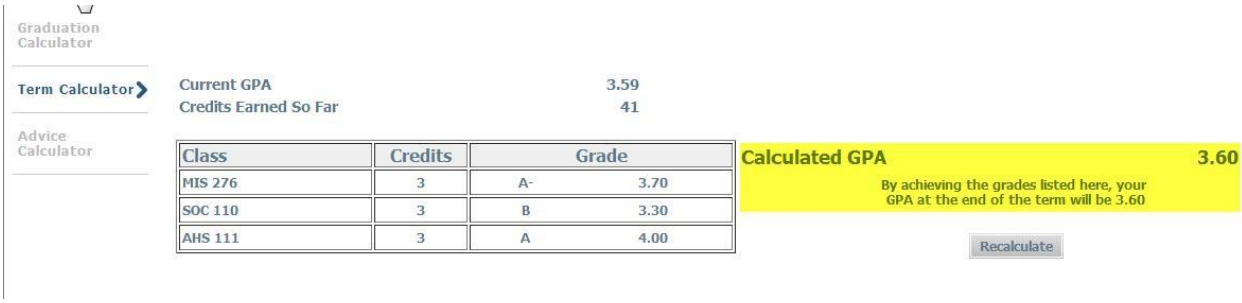
If the GPA can be accomplished, the following advice is provided:



TERM CALCULATOR

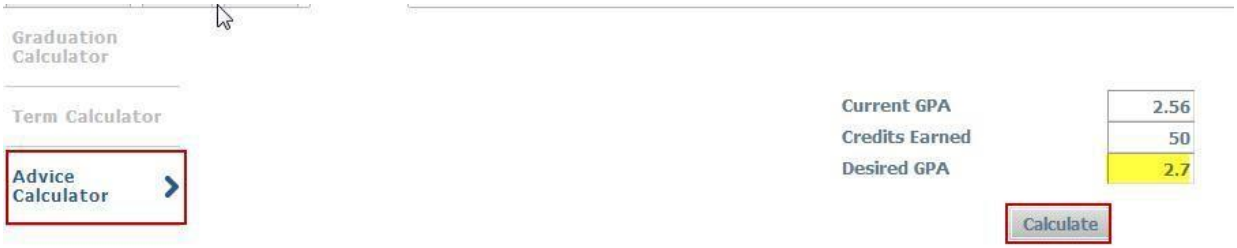
The term calculator calculates your cumulative GPA based on estimates of course grades for courses you are currently enrolled in. If you are currently enrolled in a term, each course and its respective credit hours prepopulate, so you can select your expected grades from the drop down menus. (Those courses/credits can be deleted or replaced, if desired). Additional Classes and Credits can also be added.

Once the information has been filled in, click “Calculate” to see the results. The system shows your expected cumulative GPA.



ADVISE CALCULATOR

The advice calculator provides information about how many credit hours it would take to achieve a particular GPA. The Current GPA and Credits Earned automatically populate based on the student’s degree audit. Fill in the Desired GPA and click Calculate.



The system provides the following advice:

DEGREE PLANNER SESSION QUESTIONS

1. What do you do if a course has been cancelled because there are not enough students? Answer: Look for another course section that can be substituted for the required or recommended course. Ask Mike or Laurel about troubleshooting.

2. Can you use "hot" shortcut buttons (i.e. Control S for save instead of using the save button)? Answer: No. This is a database that requires selecting the save button.

3. When will the future catalog and planner sheets be available to advisors? Answer: We plan to publish the catalog before the April registration date also.

4. If curriculum changes have been approved for the 2014-15 catalog and advisors already know that they plan to move a student to the 2014-15 catalog, can they go ahead and do substitution forms at this time? Answer: Yes.
   What browser should be used for Mac? Answer: Chrome or safari browser to use with a Mac.

5. If I accidentally put a course in the plan that has a pre-req, and the pre-req has not been met, will it be flagged on the PLAN? Answer: No. The prerequisite error is flagged when the advisor attempts to register the student into the course via Banner registration.

6. Can we start a template from Fall 2015 (even though they actually start in Fall 2014) and add in two semesters before to compensate for the completely developmental student? Answer: No. The template needs to be selected for the catalog year on the student record. Adjustments can then be made to the semesters in the plan.

7. What if a course is no longer offered at VU after the plan is created? Answer: Advisors currently substitute courses accordingly. Therefore, the plan will need to be adjusted by the advisor to reflect the substitutions.

8. If a student transfers to VU from another state university, will the plan from that university transfer as well, or will a new VU plan be required? Answer: A new VU plan will need to be created for the remaining courses needed to complete the degree. The transferred courses will be applied to the DW Worksheet and will not appear as "still needed" in the Plan.

9. There is no fire/science AS degree template. Answer: That is correct. The AS degree in Fire/Science was deactivated effective Fall 2013.

10. Is the original plan tracked in Degree Works or will it be replaced with a new plan after each modification? Will the originally created plan ever be required by the state if we are audited? Answer: The established plan can be adjusted if changes are needed. If the student begins his/her plan in fall 2014 based on the catalog year of 2014-15, that plan will not be updated to reflect changes for 2015-16 unless the advisor changes the student's catalog year to

2015-16 and adjusts the plan to reflect the 2015-16 program semester layout. b) Assessment for degree plans has yet to be determined at the state level.

12. Some areas of study have bridging classes between the two year and four year degrees. Must a plan be done to include those course? If so, by whom and when? Answer: There will be two plans if the student completes both an associate and baccalaureate degree at VU. The advisor will have a plan for the two year associate degree. The four-year baccalaureate degree plan will reflect only those remaining courses required for completion of the BS/BA degree.

13. Even though the Engineering Science Concentrations have been deactivated for the Engineering Science AS Degree for the 2014-2015 catalog, is there any way that the existing (2013-2014) concentration TEMPLATES be available to be used for advising and populating for the upcoming school year? Answer: The 13-14 template for a suspended program cannot be selected for an incoming student. If an existing student is in the 13-14 catalog then the template should be available to build a plan for the second year based on the 13-14 template. Also, it compromises our reporting to the Commission. ICHE requires submission of data on student progress through active, approved programs.

14. Is it possible to have multiple templates for the (active) major? Answer: Only one template per major remains our strategy. When an advisor adjusts the "standard" template to show that more hours are needed for a student who has developmental needs (maybe even a summer term), then that advisor is helping the student reconcile expectations and reality. It may be that the student really needs to have some kind of "credential in hand" and will choose the UCC completion core certificate as an initial goal. Bottom line: the state is cutting student funds for higher ed. aid, and we will have to be creative to help our students reach reasonable goals.

15. The Indiana law that establishes Degree Plans for students in State institutions is HEA 1348-2013. The ICHE (Ind. Commission for Higher Ed.) has the law as well as guidance for implementation of this law on their website.

ADDITIONAL RESOURCES

- **Course Placement (See Attachment)**

  The Advising for Placement chart is used to determine appropriate course placement for incoming students that do not have transfer or dual credit for courses in English or Mathematics. Students must also take a placement test to determine placement in Reading.

  Placement chart can be found at MyVU, Offices/Resources, Curriculum and Instruction, Forms, Placement Chart.
  https://my.vinu.edu/web/curriculum-and-instruction/documents

- **Placement Analyzer**

  Vincennes University Placement Analyzer (This simple tool will allow you to type in placement scores, ACT, or SAT scores to generate placement...including Co-Req class eligibility). As of June 24, 2016 the New SAT and Writeplacer scores.

  Analyzer link: https://mic-web.vinu.edu/VUPA/

  VU uses CPT Accuplacer as our standard placement test. All students without college math credits must take the Accuplacer to determine math placement. For reading and English placement, the University will place students by using the Accuplacer, SAT, or ACT scores. If a student has taken more than one of these tests, the best score will be used to determine course placement.

- **UCC Courses (See Attachment)**

  The University Core Curriculum (UCC) is an integral component of the learning process at Vincennes University. The UCC encompasses learning outcomes that the faculty of Vincennes University have established as a minimum expectation of students graduating from Vincennes University. The **UCC Outcomes** along with the **Indiana Statewide Transfer General Education Outcomes** describe the knowledge, skills, abilities, and attitudes students should demonstrate upon program completion. These courses help prepare our students for future careers and educational pursuits.

  UCC courses can be found in the VU catalog

  http://catalog.vinu.edu/preview_program.php?catoid=25&poid=16346#universitycorecourselists

- **Writing, Reading and Speaking Intensive (See Attachment)**

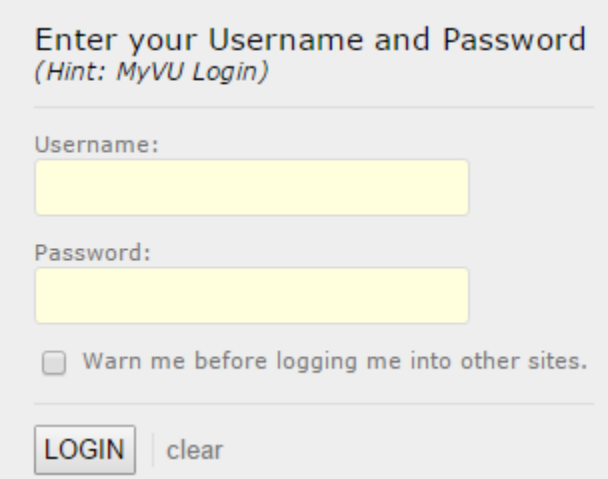
  Placement chart can be found at MyVU, Offices/Resources, Curriculum and Instruction, Forms, Placement Chart.

  https://my.vinu.edu/web/curriculum-and-instruction/documents

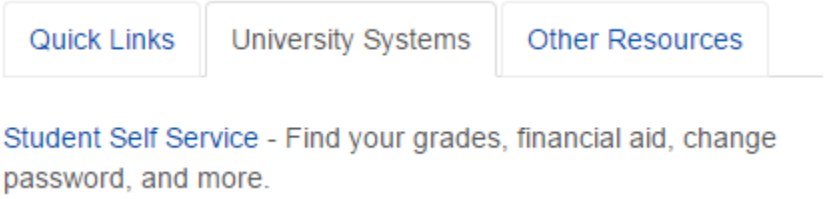
DegreeWorks Access for Student:

1. Log into your MyVU account:

   - Go to vinu.edu and click on the logo. Put in your User Name and Password

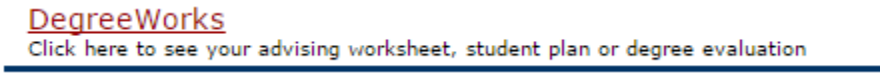


2. Click on University Systems and then Student Self Service under the MyAccess section:

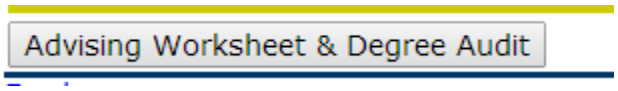


3. Next, click on Student

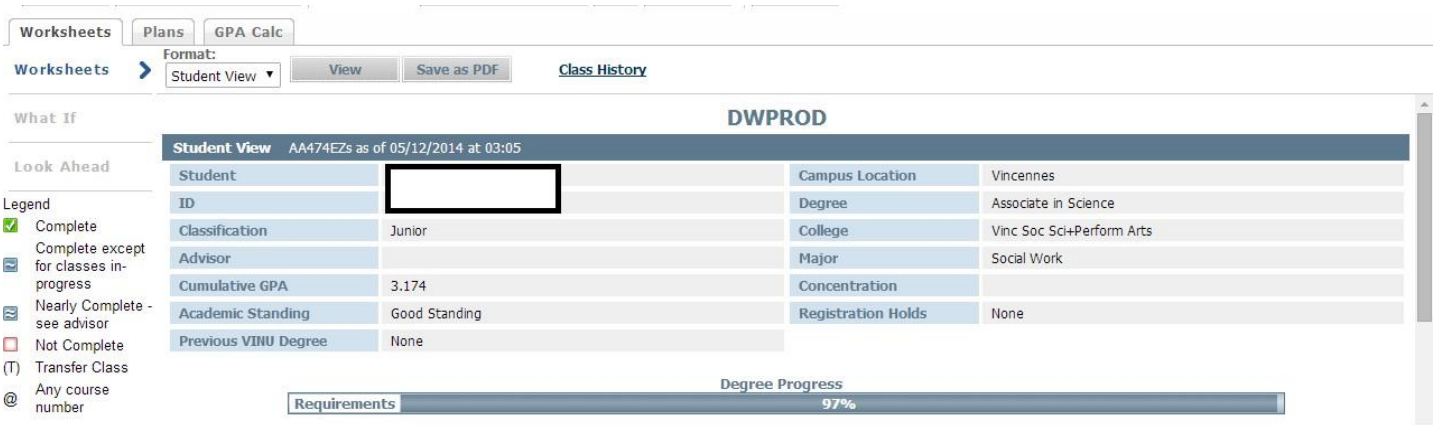
4. Then click on DegreeWorks



On the next page, click on



The next page opens to your Degree Worksheet:



To get to your Degree Plan, click on the Plans tab:

Here is an example of a General Studies AS Plan:

General Studies - AS

Degree: Associate in Science

Level: Undergraduate

Active: Yes

Status: LOCKED

Tracking Status: - - -

2014-2015

- - -	Fall 2014, Total Credit Hours: 16.0	
- - - *	ENGL 101	3.0
- - -	READ 011	3.0
- - -	MATH 016	4.0
- - - *	Selected: COMM 143	3.0
- - -	Selected: PSYC 142	3.0
- - - *	Overall GPA - Student System	2.000

- - -	Spring 2015, Total Credit Hours: 16.0	
- - -	ENGL 102	3.0
- - -	LITR 100	3.0
- - -	BIOL 111	3.0
- - -	BIOL 111L	1.0
- - -	FACS 206	3.0
- - - *	Selected: MATH 102	3.0
- - - *	Overall GPA - Student System	2.000

- - -	Summer 2015, Total Credit Hours: 5.0	
- - -	UCC DETR	3.0
- - -	SSKL 106 or @ 100:199	2.0
- - - *	Overall GPA - Student System	2.000

2015-2016

- - -	Fall 2015, Total Credit Hours: 16.0	
- - -	ELCT MAJR	3.0
- - -	ELCT MAJR	3.0
- - -	ELCT MAJR	3.0
- - -	ELCT GENL	4.0
- - -	SOCL 141	3.0

- - -	Spring 2016, Total Credit Hours: 12.0	
- - -	ELCT MAJR	3.0
- - -	ELCT MAJR	3.0
- - -	ELCT GENL	3.0
- - -	ELCT GENL	3.0
- - - *	Overall GPA - Student System	2.000

SAMPLE: DEGREE PLAN CHECKLIST

GENERAL STUDIES 2250, A.S. TRANSFER, DEGREE PLAN

DEVELOPMENTAL COURSES IF REQUIRED

Reading:	☐ **READ 009**	☐ **READ 011**	
Writing:	☐ **ENGL 009**	☐ **ENGL 011**	
Math:	☐ **MATH 010**	☐ **MATH 013**	☐ **MATH 016**

MAJOR PROGRAM REQUIREMENTS

- **SSKL 103- STUDY SKILLS 3 Hrs -or- Directed Electives 3Hrs**
- **SSKL 106- CAREER PLANNING 2 Hrs –or- Directed Electives 2-3Hrs**
- **Clustered 200- level Electives 15 Hrs**
- **Electives 10 Hrs**

UNIVERSITY CORE CURRICULUM

• **ENGL 101- English Composition 3Hrs**	***Composition***
• **100 level or higher Mathematics (MATH) Elective 3 Hrs**	***Math***
• **COMM 143- SPEECH 3Hrs or COMM 148- Interpersonal Communications 3hrs.**	***Speech***
• **Laboratory Science Elective 4 Hrs**	***Science***
• **SOCIAL SCIENCE ELECTIVE 3 Hrs**	***Social Science***
• **HUMANITIES ELECTIVE 3 Hrs**	***Humanities***
• **ENGL 102- English Composition II 3 Hrs.**	***Composition***
• **SOCIAL SCIENCE ELECTIVE 3 Hrs**	***Social Science***
• **HUMANITITES, MATHEMATICS, SCIENCE, SOCIAL SCIENCE, OR WRITING 5 Hrs**	***UCC Electives***

RECOMMENDED SEQUENCE OF COURSES

Semester I

- **COMM 143- SPEECH 3 Hrs or COMM 148- INTERPERSONAL COMMUNICATIONS 3 Hrs**
- **ENGL 101- ENGLISH COMPOSITION 3 Hrs**
- **SSKL 103- STUDY SKILLS 3 Hrs or Directed Electives 3 Hrs**
- **SOCIAL SCIENCE ELECTIVES 3 Hr**

- **100- Level or Higher Mathematics (MATH) Elective 3 Hrs**

TOTAL HOURS: 15

Semester II

- **ENGL 102- ENGLISH COMPOSITION II 3 Hrs**
- **HUMANITITES ELECTIVE 3 Hrs**
- **LABORATORY SCIENCE ELECTIVE 4 Hrs**
- **HUMANITITES, MATHEMATICS, SCIENCE, SOCIAL SCIENCE, OR WRITING ELECTIVE 5 Hrs**

TOTAL HOURS: 15

SEMESTER III & IV

- **SSKL 106 CAREER PLANNING 2Hrs or Directed Elective**
- **Social Science Elective 3 Hrs**
- **ELECTIVES 10 Hrs**
- **CLUSTERED 200- LEVEL ELECTIVES 15 Hrs (** ***ONE COURSE OR A COMBINATION OF COURSES MUST SATISFY THE R/W/S INTENSIVE REQUIREMENTS)***

TOTAL HOURS: 30

TOTAL HOURS: 60