



Faculty/Staff Advising Manual

Created:
Fall 2016

Table of Contents

Using TAPS (Tracking Attendance and Performance of Students) System	3-4
Overview: Roll of Advisor, SSB Degree Works, Student Data, Help	5-7
Degree Works Worksheets: Audit	8
Selecting a Student	8
Student View	9
Generating an Audit	10
Class History	11
Degree Audit Blocks	12
Legend	13
Class Schedule	13
Test Scores and Placement Analyzer Link	14
Registration Checklist	14
Other Audit Types: History, What If, Look Ahead	15-20
Steps to Preparing the Degree Plan for a Student	21
Creating an Individualized Plan	22
Loading a New Plan	23-25
Opening an Existing Plan	26
Plan Components:	
Viewing Plans/Plan Components, Critical Requirements, Notes, Still Needed, Placeholders	27-30
Modifying the Plan:	
Save Feature	31
Deleting Requirements	31
Replacing a Placeholder	32-33
Information Button	34
Adding Term Requirements (Courses)	35
Adding Notes	36
Course Requirements: Still Needed Courses and Updating Multiple Option Choice	37
Moving Courses	38
Adding Terms	39
Reassigning (Moving) Entire Terms	39
Verifying Accuracy of the Plan	40
Printing a Plan	41
Annual Reporting	41
Worksheet Notes	42
Adding Notes	42
GPA Calculator	43
Graduation Calculator	43
Term Calculator	44
Advise Calculator	45
Degree Planner Q & A	46-47
Additional Resources:	
Advising for Placement Chart	48
Placement Analyzer	48
UCC Courses	48
Writing Reading & Speaking Intensive	48
Degree Works: Access for Student	49
Sample: Degree Plan Checklist	52

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.

Management of Students

e-Mail Link	Performance Warning	Attendance Warning	Attendance Warning On Record	Drop Grade	Last Attend Date MM/DD/YYYY	TAPS Message S
	1-Excessive Tardiness	Satisfactory	None	None		
	2-Missing Work	Satisfactory				
	3-Low Test Score	Satisfactory				
	4-Poor Preparation	Satisfactory				
	5-Classroom Behavior	Satisfactory				
	6-May Need Help	Satisfactory				

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 **MyVU** 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 Class 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.

The screenshot shows the Vincennes University DegreeWorks interface. At the top, there's a blue header with the university logo and the text "DegreeWorks". Below the header, there's a navigation bar with links like "Back to Self-Service", "Back to MyVU", "Print", "Change Password", "FAQs", and "Log Out". The main area contains a form with fields for "Student ID", "Name", "Degree", "Major", "Level", "Classification", "Last Audit", and "Last Refresh". The "Student ID" field is highlighted with a red box. Below the form, there are buttons for "Worksheets", "Plans", "Notes", and "GPA Calc".

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.

The screenshot shows the Vincennes University DegreeWorks interface with the "Find Students" dialog box open. The dialog box has a "Find" button highlighted with a red box. It contains several search criteria sections: "Degree" (All Degree Codes), "Level" (All Level Codes), "Classification" (All Classification Codes), "Effective Catalog" (All Effective Catalog values), "Major" (All Major Codes), "College" (All College Codes), "Concentration" (All Concentration Codes), "Student Type" (All Student Type Codes), "Campus Location" (No Campus selected), "Academic Standing" (All Academic Standings), and "Student Attribute" (No Attribute selected). There is a "Search" button highlighted with a red box and a "Clear" button. Below the search criteria, there is a "Chosen Repeatable Search Criteria" section with a yellow background. At the bottom, there is a table with columns for "AS", "FA Music Theatre Concentration", "UG", and "Junior". The table contains three rows of data. The first row has "AS" and "FA Music Theatre Concentration". The second row has "000000" and "Miscellaneous Non Program Stud". The third row has "AAS" and "Mining Technology". There are "OK", "Cancel", "Check All", and "Uncheck All" buttons at the bottom.

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.

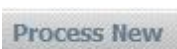
STUDENT VIEW (TRADITIONAL DEGREE AUDIT)

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.

VINCENNES UNIVERSITY DegreeWorks

Back to Self-Service Back to MyVU Print Change Password

Find Student ID Name Degree Major Level Classification Last Audit Last Refresh

AS FA Music Theatre Concentr UG Junior 02/22/2014 Today at 2:03 am

Worksheets Plans Notes GPA Calc

Worksheets Format: Student View View Save as PDF Process New

☒ Include in-progress classes ☒ Include preregistered classes

Class History

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

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	Spurnier, 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.

Worksheets

Plans

Notes

GPA Calc

Worksheets

Format:
Student View

View

Save as PDF

Process New

☒ Include in-progress classes
☒ Include preregistered classes

Class History

Class History AA4741XP as of 03/23/2014 at 16:19

Student		Level	Undergraduate
ID		Degree	Associate in Science
Classification	Freshman	College	Vinc Humanities
Advisor		Major	General Studies
Overall GPA	3.511	Minor	

Fall 2012

HIST	139	American History I	B+	3
LITR	100	Intro to Literature	A	3
MATH	102	College Algebra	B	3
MGMT	130	Intro to Community Leadership	A	1

Term Attempted	10	Cumulative Attempted	10
Term Earned	10	Cumulative Earned	10
Term Quality Points	34.9	Cumulative GPA Quality Points	34.9
Term Graded Attempted	10	Cumulative Graded Attempted	10
Term GPA	3.490	Cumulative GPA	3.490

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.

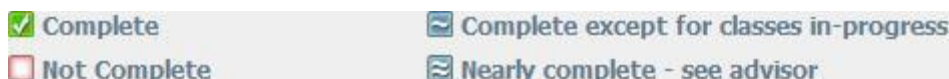
Associate in Science Transfer AS Degree requirements		
Unmet conditions for this set of requirements: 12 Credit Hours needed		
<input checked="" type="checkbox"/> Minimum 2.0 Overall GPA Met		Hyperlinks to other sections of the audit
<input checked="" type="checkbox"/> Developmental Course Requirements		
<input type="checkbox"/> Major Requirements	Still Needed:	
<input checked="" type="checkbox"/> University Core Curriculum		
<input type="checkbox"/> Core Electives	Still Needed:	
<input type="checkbox"/> Intensive Studies Requirement	Still Needed:	See Fine Arts - Music Theatre Concentration AS section
See Core Area Electives section		
See Intensive Requirements section		
Test Score Placement		
This area contains required developmental courses based on your placement exam scores. Students who place into College Level courses (courses above 100) should refer to their core or major area for the appropriate 100-level course requirement.		
<input checked="" type="checkbox"/> Dev Reading Not Required-Test Scores		
<input checked="" type="checkbox"/> ENGL 101 Recommended-See Core/Major Area		
<input checked="" type="checkbox"/> Dev Math Not Required-Upper Level Course Completed		
Fine Arts - Music Theatre Concentration AS Concentration requirements		
Unmet conditions for this set of requirements: 10 Credit Hours needed		
<input type="checkbox"/> MAJOR REQUIRED COURSES - 39 to 43 CREDIT HOURS		
<input checked="" type="checkbox"/> Beginning Piano Class or Piano Elective	MUSM 101	Beginning Piano Class
<input checked="" type="checkbox"/> Intermediate Piano Class or Piano Elective	MUSM 102	Intermediate Piano Class
<input checked="" type="checkbox"/> Music Theatre Prod or Theatre Prod - 2 Semesters	MUSI 106	Musical Theatre Production
<input checked="" type="checkbox"/> Aural Skills I	MUSM 113	Musical Skills I
<input checked="" type="checkbox"/> Music Theory I	MUSM 115	Music Theory I
<input type="checkbox"/> Advanced Musicianship for Music Theatre Majors	Still Needed:	2 Credit Hours in MUSI 117
<input type="checkbox"/> Concert and Recital Attendance	Still Needed:	4 Classes in MUSP 001
<input type="checkbox"/> Piano Elective: Required for 2 Semesters	Still Needed:	2 to 4 Credit Hours in MUSP 213*

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.

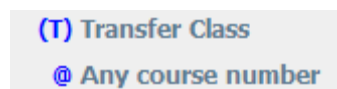
Associate in Science Transfer AS		Effective Catalog: 2012-2013	Credit Hours Required: 69
Unmet conditions for this set of requirements: 12 Credit Hours needed		GPA: 2.511	Credit Hours Applied: 57
<input checked="" type="checkbox"/> Minimum 2.0 Overall GPA Met			
<input checked="" type="checkbox"/> Developmental Course Requirements			
<input type="checkbox"/> Major Requirements	Still Needed: See Fine Arts - Music Theatre Concentration AS section		
<input checked="" type="checkbox"/> University Core Curriculum			
<input type="checkbox"/> Core Electives	Still Needed: See Core Area Electives section		
<input type="checkbox"/> Intensive Studies Requirement	Still Needed: See Intensive Requirements section		
Test Score Placement		Effective Catalog: 2012-2013	
This area contains required developmental courses based on your placement exam scores. Students who place into College Level courses (courses above 100) should refer to their core or major area for the appropriate 100-level course requirement.		GPA: 0.000	
<input checked="" type="checkbox"/> Dev Reading Not Required-Test Scores			
<input checked="" type="checkbox"/> ENGL 101 Recommended-See Core/Major Area			
<input checked="" type="checkbox"/> Dev Math Not Required-Upper Level Course Completed			
Fine Arts - Music Theatre Concentration AS		Effective Catalog: 2012-2013	Credit Hours Required: 39
		GPA: 3.107	Credit Hours Applied: 29

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.

The screenshot shows a web page for "Nursing, Associate of Science AS" with a list of requirements. A pop-up window titled "Course Information - Google Chrome" displays details for PSYC 142 - General Psychology. The pop-up includes a description of the course, its attributes, and a table of sections.

Unmet conditions for this set of requirements: 25 Credit Hours needed

MAJOR REQUIRED COURSES - 41 CREDIT HOURS

- ☐ Microbiology and Laboratory
- ☒ Nursing Fundamentals
- ☒ Maternal-Newborn Nursing
- ☐ Medical-Surgical Nursing I, II and III
- ☐ Pediatric Nursing
- ☐ Psychosocial Nursing
- ☐ Issues and Trends
- ☐ General Psychology

Still Needed: 4 Credit Hours in **BIOL** 210 and 210L

NURA 100 Nursing Fundamentals

NURS 130 Maternal-Newborn Nursing

NURS 150 Medical-Surgical Nursing I

Still Needed: 8 Credit Hours in **NURS** 200 and 250

Still Needed: 4 Credit Hours in **NURS** 230

Still Needed: 4 Credit Hours in **NURS** 240

Still Needed: 2 Credit Hours in **NURS** 260

Still Needed: 3 Credit Hours in **PSYC** 142 [Hyperlink to Schedule](#)

University of

Unmet condition

Refer to the Un

- ☒ COMPOSITION
- ☒ Select Engl
- ☒ MATHEMATIC
- ☒ Select 1 MA
- ☐ SPEECH REQU
- ☐ Select Spee
- ☒ LAB SCIENCE
- ☒ Elem Org Ch
- ☐ SOCIAL SCIE
- ☐ Select 3 Cre

PSYC 142 3 Credit Hours **General Psychology** [Print](#)

PSYC 142 - General Psychology 3 hrs (Sem I, II) Provides a general survey of the science of Psychology. It includes the study of research methods, biological foundations, learning processes, human development, personality and abnormal psychology. This course is a transferN course. 3 lecture hours. Prerequisite(s): A grade of C or better in READ 009, ENGL 009, and MATH 010, or SAT Reading and Writing scores of 380 or greater, or appropriate placement test scores.

Attributes: CTL - transferN
LD - Lower Division

Term	Crn	Section	Seats Open	Course Title	Meeting Times
Summer 2014	3163001	30 (out of 30)	General Psychology	M Tu W Th F 10:00 - 11:50	
	3164032	75 (out of 75)	General Psychology	TBA	

English Composition I

College Algebra

Hours in **COMM** 143 or 148

Elem Organic+Biochemistry

Elem Organic+Biochem Lab

Hours in **COMM** 202 or **ECON** 100 or 201 or 202 or 203 or 11 or 112 or 201 or 210 or 211 or **PSYC** 141 or 142 or 2 or 252* or 253* or 254 or 260 or 261 or **THEA** 146

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/>

Test Score Placement		Effective Catalog: 2014-2015			
		GPA: 0.000			
This area contains required developmental courses based on your placement exam scores. Students who place into College Level courses (courses above 100) should refer to their core or major area for the appropriate 100-level course requirement.					
<input type="checkbox"/> Reading Techniques	Still Needed: 1 Class in READ 011				
<input type="checkbox"/> Basic Essay Writing	Still Needed: 1 Class in ENGL 011				
<input type="checkbox"/> Fundamentals of Math & Algebra I & II	MATH 010	Fundamentals of Mathematics	IP	(0)	Spring 2014
	Still Needed: 2 Classes in MATH 013 and 016				

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).

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
<div>Worksheets Plans Notes GPA Calc</div> <div>Worksheets Format: Registration Checklist View Save as PDF Process New <input checked="" type="checkbox"/> Include in-progress classes <input checked="" type="checkbox"/> Include preregistered classes Class History</div>								

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.

Associate in Applied Sciences AAS		Catalog Year: 2011-2012
Still Needed: See Business Management AAS section		
Still Needed: See University Core Curriculum section		
Still Needed: See Core Area Electives section		
Test Score Placement		
Business Management AAS		Catalog Year: 2011-2012 Credit Hours Required: 42
		GPA: 3.633 Credit Hours Applied: 27
Still Needed: 3 Credit Hours in BLAW 203		
Still Needed: 3 Credit Hours in ENTR 121		
Still Needed: 3 Credit Hours in MGMT 280		
Still Needed: 3 Credit Hours in MGMT 293		
Still Needed: 3 Credit Hours in ACCT 100:999 or AGBS 100:999 or BINT 100:999 or BLAW 100:999 or CULN 100:999 or ECON 100:999 or ENTR 100:999 or FINC 100:999 or HORT 100:999 or HOTEL 100:999 or INTT 100:999 or MGMT 100:999 or MKTG 100:999 or PRDM 100:999 or REST 100:999		
University Core Curriculum		Catalog Year: 2011-2012 Credit Hours Required: 16
		GPA: 3.5 Credit Hours Applied: 12
Still Needed: Choose from 1 of the following: (4 Credit Hours in BIOL 100 or 101 or CHEM 104 or 107 or 110 or 120 or CHMT 100 or ERTH 100 or 101 or PHYS 105* or 105L or 205* or PHYT 101* or PSCI 101 or 103) or (4 Credit Hours in BIOL 105 and 105L) or (4 Credit Hours in BIOL 107 and 107L) or (4 Credit Hours in BIOL 111 and 111L) or (4 Credit Hours in CHEM 100* and 100L) or (4 Credit Hours in CHEM 101* and 101L) or (4 Credit Hours in CHEM 103* and 103L) or		

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.

Find **Student ID** **Name** **Degree** **Major** **Level** **Classification** **Last Audit**

Worksheets **Plans** **Notes** **GPA Calc**

Worksheets **History** **What If** **Look Ahead**

Format: **View** **Save as PDF** **Process New** ☒ Include in-progress classes ☒ Include preregistered classes

Student View as of 02/22/2014 at 07:33

Student	<input type="text"/>
ID	<input type="text"/>
Classification	Sophomore

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.

VINCENNES UNIVERSITY

Back to Self-Service **Back to MyVU**

Find **Student ID** **Name** **Degree** **Major** **Level**

Worksheets **Plans** **Notes** **GPA Calc**

Worksheets **History** **What If** **Look Ahead**

Format: **Historic Report:** **View**

History - Introduction Page

Choose a report format and an historic report and click View.

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

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

Worksheets Plans Notes GPA Calc

Format: Student View Process What-If Save as PDF Include in-progress classes Include preregistered classes

History

What If

Look Ahead

Legend

- Complete
- Complete except for classes in-progress
- Nearly Complete - see advisor
- Not Complete

Choose Your Different Areas of Study

Select an item to add it to your Chosen Area of Study

Major Pick a Major

Concentration Pick a Concentration

Chosen Areas of study

MAJOR : Law Enforcement

CONC : Legal Concentration

Remove

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)

VINCENNES UNIVERSITY DegreeWorks

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

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

Worksheets | Plans | Notes | GPA Calc

Format: Student View | **Process What If** | Save as PDF | ☒ Include in-progress classes | ☒ Include preregistered classes

What If | History

Degree: Associate in Applied Science

Effective Catalog: 2011-2012

Choose Your Different Areas of Study

Select an item to add it to your Chosen Area of Study

Major: Pick a Major

Concentration: Pick a Concentration

Chosen Areas of study

MAJOR : Law Enforcement

MAJOR : Accounting

Remove

Choose Your Future Classes

Enter a course and click Add Course

Subject: LAWE Find

Number: 100

Add Course

Courses you are considering

FINC 100

BUS 100

Remove Course

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

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

Look Ahead

Legend
 Complete
 Complete except for classes in-progress

Still Needed: See Law Enforcement AAS section
 See Accounting AAS section
 Still Needed: See University Core Curriculum section
 Still Needed: See Core Area Electives section

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		
LAW 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.

VINCENNES UNIVERSITY

Deg

Back to Self-Service

Back to MyVU

Print

Find

Student ID

Name

Degree

Major

Level

Classification

Last Audit

Worksheets

Plans

Notes

GPA Calc

Format:

Student View

Process New

☒ Include in-progress classes

☒ Include preregistered classes

History

What If

Look Ahead

Look Ahead

Enter a course and click Add Course

Subject

Number

Add Course

Find

Courses you are considering

Remove Course

Legend

☒ Complete

☒ Complete except for classes in-progress

☒ Nearly Complete - see advisor

☐ Not Complete

(T) Transfer Class

@ Any course number

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.

Course	Subject	Section	Level	Credits	Term	Status
Financial Accounting or Basic College Accounting	ACCT	100	C	3	Fall 2011	Complete
Legal Environment of Business	BLAW	203	A	3	Spring 2012	PLANNED
Introduction to Computer Concepts	COMP	110	A	3	Fall 2012	Complete
Web-Based Electronic Commerce	CWEB	213	A	3	Spring 2011	Complete
Creating a Small Business	MGMT	100	A	3	Spring 2012	Complete
Introduction to Business	MGMT	250	A	3	Spring 2012	Complete
Introduction to Management	MGMT	255	A	3	Spring 2012	Complete
Principles of Salesmanship	MGMT	255	A	3	Spring 2012	Complete

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

VINCENNES UNIVERSITY

Find Student ID Name Degree Major Level Classification Last

AS Nursing, Associate of Sci UG Sophomore 02/2

Worksheets Plans Notes GPA Calc

Format: Student View View Save as PDF Process New

☒ Include in-progress ☒ Include preregistered

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)

The screenshot shows the Vincennes University DegreeWorks interface. At the top is the university logo. Below it is a navigation bar with tabs: Worksheets, Plans, Notes, and GPA Calc. The 'Plans' tab is selected. A 'Student Planner for:' field is visible. Below this is a 'List of plans' section. A 'Create Plan' dialog box is open, asking: 'Would you like to create a plan based on a template or would you like to start from scratch?'. There are two buttons: 'Blank Plan' and 'Select Template'. The 'Select Template' button is highlighted with a red rectangle.

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.

The screenshot shows the Vincennes University DegreeWorks interface. At the top is the university logo and the title 'DegreeWorks'. Below it is a navigation bar with tabs: Worksheets, Plans, Notes, and GPA Calc. The 'Plans' tab is selected. A 'Student Planner for:' field is visible. Below this is a 'Browse Templates' section. A search bar labeled 'Search by Template Description' is highlighted with a red rectangle. Next to it is a 'Go' button, also highlighted with a red rectangle. To the right of the search bar is a 'Filter:' field. Below the search bar is a table with the following columns: Description, College, Major, Degree, Catalog Year, Term Scheme, ID, Who, and Modified. The table contains two rows of data.

Description	College	Major	Degree	Catalog Year	Term Scheme	ID	Who	Modified
Accounting - ASCT	V1	5250	ASCT	2014	2YR_SCHEDULE	T0000015	Rogers, Angela E	1/8/14
Accounting - ASCT	V1	5250	ASCT	2015	2YR_SCHEDULE	T0000339	Rogers, Angela E	1/9/14

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

The screenshot shows the DegreeWorks application interface. At the top, there is a header for Vincennes University. Below the header, there is a navigation bar with tabs for Worksheets, Plans, Notes, and GPA Calc. The main area displays a table of student plans. A modal dialog box titled "Select Option" is open, showing a list of options with checkboxes. The "V3" option is selected. The dialog box has "Clear" and "OK" buttons. The "OK" button is highlighted with a red box. The "Advanced Search" button in the top right corner of the main area is also highlighted with a red box.

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

The screenshot shows the DegreeWorks application interface. A modal dialog box titled "Select a starting Term" is open. The dialog box contains the text "Please select a Term to serve as your starting term for this plan". Below this text is a dropdown menu labeled "Start Term*" with "Fall 2014" selected. The dropdown menu is open, showing a list of terms: Fall 2012, Fall 2013, Fall 2014, Fall 2015, and Fall 2016. The "Cancel" button is visible at the bottom of the dialog box.

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.

The screenshot shows the Vincennes University DegreeWorks interface. The top navigation bar includes the university logo and the title "DegreeWorks". Below this is a search and filter section with fields for Student ID, Name, Degree (AA), Major (American Sign Language), Level (UG), Classification (Freshman), Last Audit (02/22/2014), and Last Refresh (Today at 2:24 am). A tabbed interface shows "Worksheets", "Plans", "Notes", and "GPA Calc", with "Plans" currently selected.

The main content area is titled "Student Planner for:" and contains several sections:

- Plan Information:** Includes a description "American Sign Language - AA", degree "Associate in Arts", level "Undergraduate", and tracking status "Not displayed, plan is not active". It also has checkboxes for "Active" and "Locked" (labeled 6).
- Term Selection:** A list of terms with expand/collapse arrows. "Fall 2014" is selected and labeled 2.
- Course Requirements Table:** A table with columns: Critical, Course Requirement, Credit Hours, Minimum Grade, Delivery, and Notes. It lists courses ASLG 201, ASLG 206, ENGL 249, MATH 102, and SOCL 164.
- GPA Requirements Table:** A table with columns: Critical, GPA Requirement, Major, Minimum GPA, Class List, and Notes. It shows "Overall GPA - Student System" with a minimum GPA of 2.000 (labeled 3).
- Still Needed Section:** A sidebar on the right with a "Still Needed" section (labeled 5) and a "Courses" section at the bottom.

At the bottom of the interface are buttons for "Audit", "What-if", "Delete", "Save As...", and "Save".

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.



VINCENNES UNIVERSITY DegreeWorks

Find Student ID Name Degree Major Level Classification Last Audit Last Refresh

AS Nursing, Associate of Sci UG Sophomore 02/22/2014 Today at 1:36 am

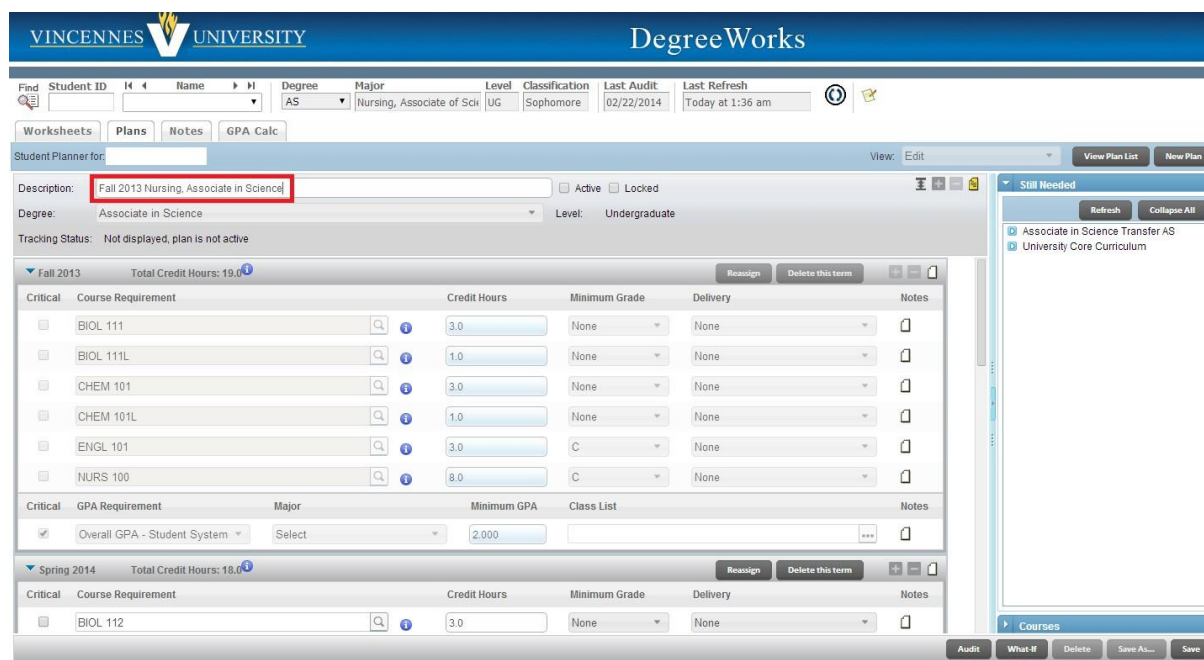
Worksheets Plans Notes GPA Calc

Student Planner for: View: Select...

List of plans

Description:	Active	Modified	Who	Degree:	Level:	Status:
Nursing - AS	<input checked="" type="checkbox"/>	09/30/2013	Little, Rebecca K	AS	UG	LOCKED

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



VINCENNES UNIVERSITY DegreeWorks

Find Student ID Name Degree Major Level Classification Last Audit Last Refresh

AS Nursing, Associate of Sci UG Sophomore 02/22/2014 Today at 1:36 am

Worksheets Plans Notes GPA Calc

Student Planner for: View: Edit View Plan List New Plan

Description: Fall 2013 Nursing, Associate in Science

Degree: Associate in Science Level: Undergraduate

Tracking Status: Not displayed, plan is not active

Fall 2013 Total Credit Hours: 19.0

Critical	Course Requirement	Credit Hours	Minimum Grade	Delivery	Notes
<input type="checkbox"/>	BIOL 111	3.0	None	None	
<input type="checkbox"/>	BIOL 111L	1.0	None	None	
<input type="checkbox"/>	CHEM 101	3.0	None	None	
<input type="checkbox"/>	CHEM 101L	1.0	None	None	
<input type="checkbox"/>	ENGL 101	3.0	C	None	
<input type="checkbox"/>	NURS 100	8.0	C	None	

Critical GPA Requirement Major Minimum GPA Class List Notes

☒ Overall GPA - Student System Select 2.000

Spring 2014 Total Credit Hours: 18.0

Critical	Course Requirement	Credit Hours	Minimum Grade	Delivery	Notes
<input type="checkbox"/>	BIOL 112	3.0	None	None	

Still Needed

Associate in Science Transfer AS

University Core Curriculum

Courses

Audit What If Delete Save As... Save

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

Fall 2015 Total Credit Hours: 18.0

Reassign Delete this term

1	Course Requirement	Credit Hours	Minimum Grade	Delivery	Notes
<input type="checkbox"/>	BIOL 210	2.0	C	None	
<input type="checkbox"/>	BIOL 210L	2.0	C	None	
<input type="checkbox"/>	NURS 200	4.0	C	None	
<input type="checkbox"/>	NURS 230	4.0	C	None	
<input type="checkbox"/>	PSYC 142	3.0	C	None	

2	Choice Requirement	Minimum Credit Hours	Minimum Grade	Delivery	Notes
<input type="checkbox"/>	COMM 143 or COMM 148	3.0	C	None	

3	GPA Requirement	Major	Minimum GPA	Class List	Notes
<input checked="" type="checkbox"/>	Overall GPA - Student System	Select	2.000		

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.

Student Planner for

Description: Fall 2013 Operations & Supply Chain Management (BS) Active

Degree: Bachelor of Science Level: Undergraduate

Tracking Status: Not displayed, plan is not active Status: NEEDS APPROVAL

Fall 2013 Total Credits: 15.0

Reassign

Critical	Course Requirement	Credits	Minimum Grade	Notes
<input checked="" type="checkbox"/>	BUS 100	3.0	None	
<input type="checkbox"/>	ENG 101	3.0	None	
<input type="checkbox"/>	FS COMM	3.0	None	
<input type="checkbox"/>	FS NNIL	3.0	None	

Critical	Choice Requirement	Minimum Credits	Minimum Grade	Notes
<input checked="" type="checkbox"/>	MATH 115 or MATH 131	3.0	None	

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.).

VINCENNES UNIVERSITY DegreeWorks

Back to Self-Service Back to MyVU Print Change Password FAQs

Find Student ID Name Degree Major Level Classification Last Audit Last Refresh

Worksheets Plans Notes GPA Calc

Student Planner for: View: Edit

Description: 2013 Nursing - AS Active Locked Plan Note

Degree: Associate in Science Level: Undergraduate

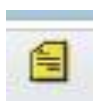
Tracking Status: Not displayed, plan is not active

Fall 2013 Total Credit Hours: 19.0 Reassign Term Note

Critical	Course Requirement	Credit Hours	Minimum Grade	Delivery	Notes
<input type="checkbox"/>	BIOL 111	3.0	None	None	Requirement Note
<input type="checkbox"/>	BIOL 111L	1.0	None	None	
<input type="checkbox"/>	CHEM 101	3.0	None	None	
<input type="checkbox"/>	CHEM 101L	1.0	None	None	
<input type="checkbox"/>	ENGL 101	3.0	C	None	
<input type="checkbox"/>	NURS 100	8.0	C	None	

Critical	GPA Requirement	Major	Minimum GPA	Class List	Notes
<input checked="" type="checkbox"/>	Overall GPA - Student System	Select	2.000		

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.



Notes

Notes attached to: 2013 Nursing - AS View Selected Note Delete Add Note

Note	Author	Internal	Copied	Modified
This program requires a minimum overall GPA of 2.0 and 71 earned credits.	Manager, Degree Works	<input type="checkbox"/>	<input checked="" type="checkbox"/>	01/09/2014

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

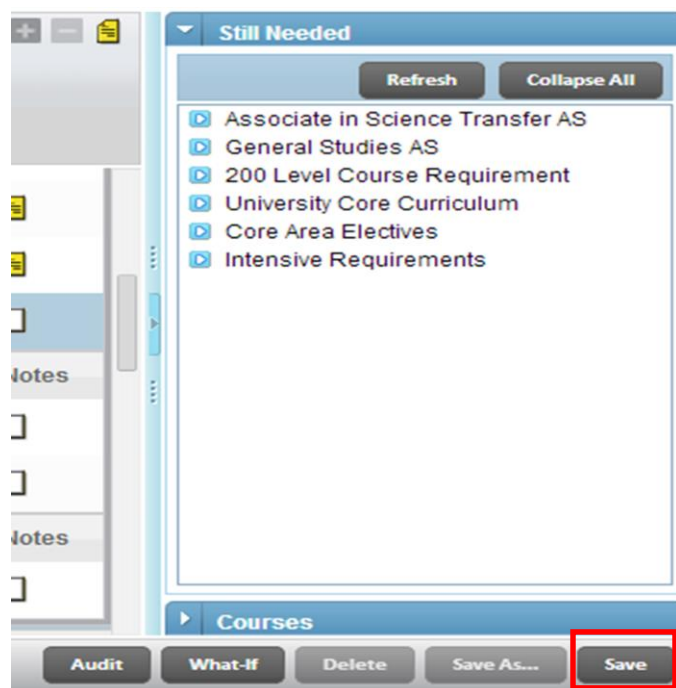
In the Worksheet, under the Core Area Electives Block, is where you would find the UCCDECT or UCC DETR class options to fill the placeholder. The below example is taken from the GENERAL STUDIES – AS 2014-2015, but this list could be different for all specific programs, so please consult the DegreeWorks 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
<input type="checkbox"/> 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.

Fall 2014 Total Credit Hours: 18.0							Reassign	Delete this term	
Tracking	Critical	Course Requirement		Credit Hours	Minimum Grade	Delivery	Notes		
	<input checked="" type="checkbox"/>	PSYC 142	<input type="text"/>	3.0	C	None			
	<input checked="" type="checkbox"/>	BIOL 210	<input type="text"/>	2.0	C	None			
	<input checked="" type="checkbox"/>	BIOL 210L	<input type="text"/>	2.0	C	None			

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.

Description: General Education Transfer Core Certificate - CG ☐ Active ☐ Locked

Degree: Associate in Science Level: Undergraduate

Tracking Status: Not displayed, plan is not locked

Critical	GPA Requirement	Major	Minimum GPA	Class List	Notes
<input checked="" type="checkbox"/>	Overall GPA - Student System	Select	2.000		

Spring 2014 Total Credit Hours: 15.0

Critical	Course Requirement	Credit Hours	Minimum Grade	Delivery	Notes
<input type="checkbox"/>	UCC LBSC	4.0	None	None	
<input type="checkbox"/>	UCC HUM	3.0	None	None	
<input type="checkbox"/>	UCC WRIT	3.0	None	None	
<input type="checkbox"/>	UCC DETR	5.0	None	None	

Still Needed

PHYS 218

HUMANITIES REQUIREMENT: 3 CREDIT HOURS

Select 3 Credit Hours from the Following

3 Credit Hours in

- ARTT 110 or
- ARTT 116 or
- ARTT 130 or
- ARTT 131 or
- ARTT 213 or
- ARTT 220 or
- FACS 156 or
- FACS 206 or

Description: Notes

Degree: Notes attached to: UCC HUM

Tracking Status: Notes

Note	Author	Internal	Copied	Modified
Replace UCC HUM with a specific UCC Humanities course from the Major s...	Manager, Degree Works	<input type="checkbox"/>	<input checked="" type="checkbox"/>	02/21/2014

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

Critical	Course Requirement	Credit Hours	Minimum Grade	Delivery	Note
<input type="checkbox"/>	ENGL 102	3.0	None	None	
<input type="checkbox"/>	UCC HUM	3.0	None	None	
<input type="checkbox"/>	UCC LBSC	4.0	None	None	
<input type="checkbox"/>	UCC DETR	5.0	None	None	

Critical	GPA Requirement	Major	Minimum GPA	Class List	Note
<input checked="" type="checkbox"/>	Overall GPA - Student	Select	2.000		

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.

Critical	Course Requirement	Credit Hours	Minimum Grade	Delivery	Note
<input type="checkbox"/>	ENGL 102	3.0	None	None	
<input type="checkbox"/>	ARTT 110	3.0	None	None	
<input type="checkbox"/>	UCC LBSC	4.0	None	None	
<input type="checkbox"/>	UCC DETR	5.0	None	None	

Critical	GPA Requirement	Major	Minimum GPA	Class List	Note
<input checked="" type="checkbox"/>	Overall GPA - Student	Select	2.000		

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.

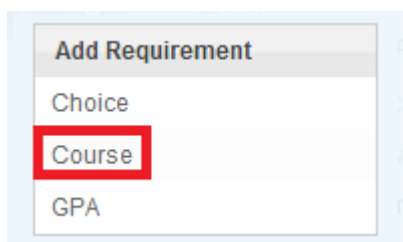
The screenshot shows a web interface for a course catalog. At the top, there is a search bar containing 'ENGL 102', a magnifying glass icon, a circular blue button with a white 'i', a dropdown menu set to '3.0', and another dropdown menu set to 'None'. Below the search bar, the course details for 'PSYC 142 - General Psychology' are displayed. The course is worth 3 credit hours. The description states: 'PSYC 142 - General Psychology 3 hrs (Sem I, II) Provides a general survey of the science of Psychology. It includes the study of research methods, biological foundations, learning processes, human development, personality and abnormal psychology. This course is a transferable course. 3 lecture hours. Prerequisite(s): A grade of C or better in READ 009, ENGL 009, and MATH 010, or SAT Reading and Writing scores of 380 or greater, or appropriate placement test scores.' The attributes listed are CTL (transferable) and LD (Lower Division). The sections table shows two sections for Summer 2014: Section 3163001 with 30 seats open and Section 3164032 with 75 seats open. Both sections are titled 'General Psychology' and have meeting times of M Tu W Th F 10:00 - 11:50 TBA.

Term	Crn	Section	Seats Open	Course Title	Meeting Times
Summer 2014	3163001	30 (out of 30)	General Psychology	M Tu W Th F 10:00 - 11:50	
		75 (out of 75)	General Psychology	TBA	

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

▼ Spring 2014		Total Credit Hours: 15.0					Reassign	Delete this term	+	-	
Critical	Course Requirement		Credit Hours	Minimum Grade	Delivery	Notes					
<input checked="" type="checkbox"/>	UCC LBSC		4.0	None	None						
<input type="checkbox"/>	UCC HUM		3.0	None	None						
<input type="checkbox"/>	UCC WRIT		3.0	None	None						
<input type="checkbox"/>	UCC DETR		5.0	None	None						

UPDATED

▼ Spring 2014		Total Credit Hours: 15.0					Reassign	Delete this term	+	-	
Critical	Course Requirement		Credit Hours	Minimum Grade	Delivery	Notes					
<input checked="" type="checkbox"/>	CHEM 100		3.0	None	None						
<input checked="" type="checkbox"/>	CHEM 100L	CHEM 100 replaced UCC LBSC. A new Course Requirement was added for the lab.	1.0	None	None						
<input type="checkbox"/>	UCC HUM		3.0	None	None						
<input type="checkbox"/>	UCC WRIT		3.0	None	None						
<input type="checkbox"/>	UCC DETR		5.0	None	None						

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.

<input type="checkbox"/>	UCC LBSC			4.0	None	None	
<input type="checkbox"/>	UCC HUM			3.0	None	None	
<input type="checkbox"/>	UCC WRIT			3.0	None	None	

Notes

Notes attached to: UCC LBSC

View Note List Delete Add Note

Source

CHEM 100 is recommended for this major.

body p

☐ Internal

Cancel Done

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.

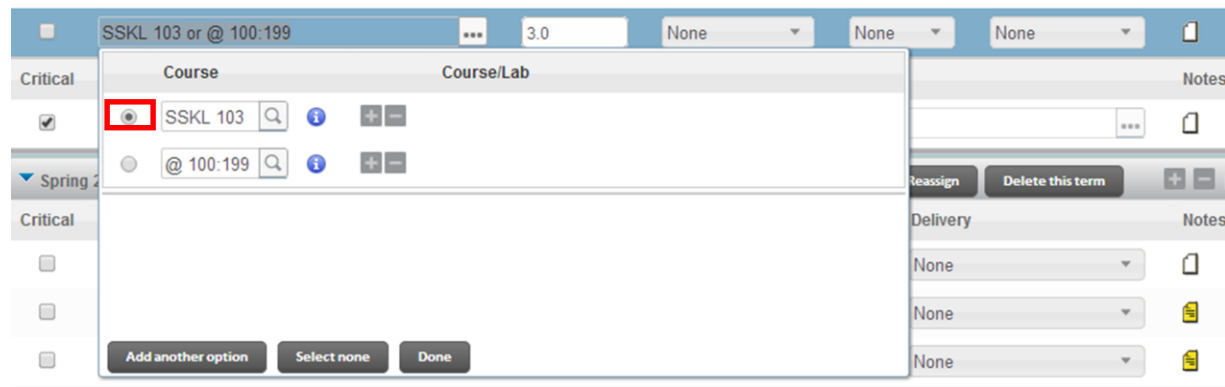
UPDATING MULTIPLE OPTION CHOICE REQUIREMENTS

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.



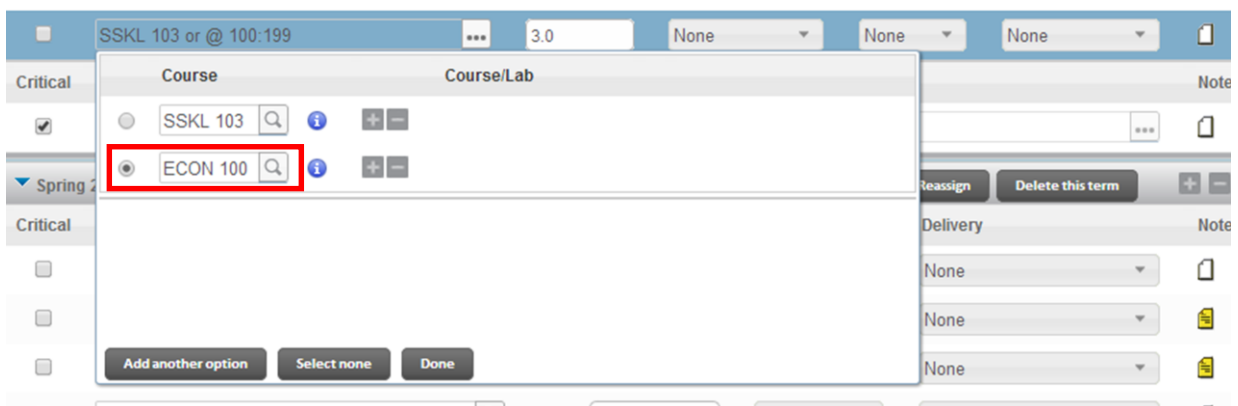
OPTION:

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.

<input checked="" type="checkbox"/>	BIOL 112	3.0	None	None	
<input checked="" type="checkbox"/>	BIOL 112L	1.0	None	None	
<input type="checkbox"/>	ENGL 102	3.0	None	None	
<input checked="" type="checkbox"/>	NURS 130	4.0	C	None	
<input checked="" type="checkbox"/>	NURS 150	4.0	C	None	
<input checked="" type="checkbox"/>	MATH 102 or MATH 103 or MATH 104:999	3.0	None	C	None

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

Description: General Studies - AS ☐ Active ☐ Locked

Degree: Associate in Science Level: Undergraduate

Tracking Status: Not displayed, plan is not active

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.

Description: General Studies - AS ☐ Active ☐ Locked

Degree: Associate in Science Level: Undergraduate

Tracking Status: Not displayed, plan is not active

Course	Credit Hours	Minimum Grade	Delivery
ENGL 102	3.0	None	None
UCC HUM	3.0	None	None
CHEM 100	3.0	None	None

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

VINCENNES UNIVERSITY DegreeWorks

Back to Self-Service Back to MyVU Print Change Password

Find Student ID Name Degree Major Level Classification Last Audit Last Refresh

Worksheets Plans Notes GPA Calc

Student Planner for: View: Edit

Description: Nursing - AS ☒ Active ☒ Locked

Degree: Associate in Science Level: Undergraduate

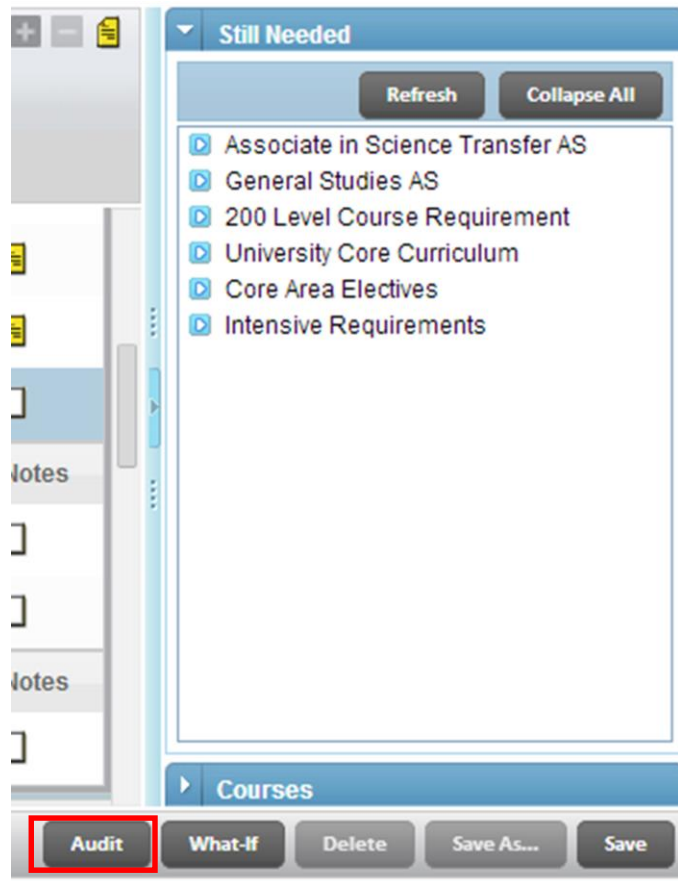
Tracking Status: ☒ On-Track

Spring 2014 Cancel OK Reassign Delete this term

Tracking	Critical	Term	Credit Hours	Minimum Grade	Delivery	Notes
<input type="checkbox"/>		Summer 2014				
<input type="checkbox"/>		Summer 2015				
<input type="checkbox"/>		Fall 2015				
<input type="checkbox"/>		Spring 2016				
<input type="checkbox"/>		Summer 2016				
<input type="checkbox"/>		Fall 2016				
<input type="checkbox"/>		Spring 2017				
<input type="checkbox"/>		Summer 2017				
<input checked="" type="checkbox"/>		NURS 130	4.0	C	None	
<input checked="" type="checkbox"/>		NURS 150	4.0	C	None	

VERIFYING ACCURACY OF THE PLAN

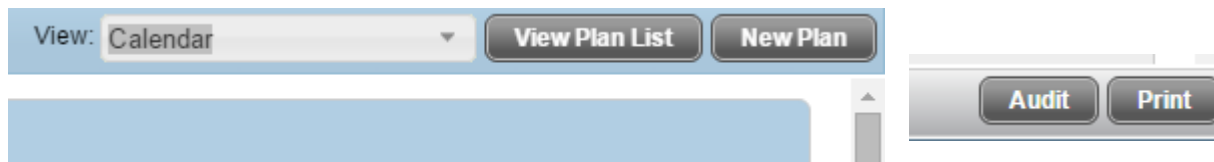
It is critical to verify the accuracy of the plan. Save and approve the latest version of the plan. Then run a degree audit against the plan by clicking the Audit button. This will compare the PLAN against the WORKSHEET. Planned courses will show on this Audit as Planned. Only placeholders and Choice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



MAJOR REQUIRED COURSES - 30 CREDIT HOURS						
Study Skills or Directed Elect 100 Level or Higher	ENGL 101	English Composition I	PLAN	3)	Fall 2014	
	BIOL 111L	Anatomy+Physiology Lab I	PLAN	1)	Fall 2014	
Career Planning or Dir Elect 100 Level or Higher	BIOL 208L	Microbiology for Hlth Sci Lab	PLAN	1)	Fall 2015	
	NURS 100	Nursing Fundamentals	PLAN	8)	Fall 2014	
Electives: Select 25 Credit Hours	NURS 130	Maternal-Newborn Nursing	PLAN	4)	Spring 2015	
	NURS 150	Medical-Surgical Nursing I	PLAN	4)	Spring 2015	
	NURS 230	Pediatric Nursing	PLAN	4)	Fall 2015	
	NURS 240	Psychosocial Nursing	PLAN	4)	Spring 2016	
	NURS 250	Medical-Surgical Nursing III	PLAN	4)	Spring 2016	
200 Level Course Requirement			Effective Catalog: 2014-2015			
			GPA: 0.000			

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 screenshot displays the MyVU interface. At the top, there are navigation tabs: "Back to Self-Service", "Back to MyVU", "Print", "Change Password", and "FAQs". Below these, a student record for Sally Marie is shown with fields for Student ID, Name, Degree, Major, Level, Classification, Last Audit, and Last Refresh. A red box highlights a circular icon with a plus sign next to the "Last Refresh" field. Below the student record, there are tabs for "Worksheets", "Plans", "Notes", and "GPA Calc". The "Plans" tab is selected and highlighted with a red box. Below the tabs, there is a "Format" dropdown menu set to "Student View" and buttons for "View", "Save as PDF", and "Process New". There are also checkboxes for "Include in-progress classes" and "Include preregistered classes", and a link for "Class History".

Below the navigation tabs, there are buttons for "Worksheets", "Plans", "Notes", and "GPA Calc". The "Plans" button is highlighted with a red box. Below the buttons, there is a "View Notes" section. To the left of the "Add Note" section, there is a button labeled "Add Note" with a right-pointing arrow. The "Add Note" section has a header "Add New Note" and a sub-header "Enter your note and click the Save Note button". Below the sub-header, there is a checkbox labeled "Not available to student". Below the checkbox, there is a dropdown menu labeled "Choose a predefined note from the list below". Below the dropdown menu, there is a large text area for entering a note. At the bottom of the text area, there are buttons for "Save Note" and "Clear".

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.

The screenshot shows a sidebar on the left with three tabs: "Graduation Calculator" (selected with a blue arrow icon), "Term Calculator", and "Advice Calculator". To the right, there are four input fields: "Current GPA" (containing 3.59), "Credits Remaining", "Credits Required", and "Desired GPA". A "Calculate" button is located below these fields.

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:

The screenshot shows the results of the Graduation Calculator. At the top, it says "Bachelor of Science" and "Catalog Year: 2013-2014". Below this, it shows "GPA: 3.590" and "Credits Required: 120 Credits Applied: 62". A message in red text states: "Still Needed: 120 Credits are required to graduate. You currently have 62, you still need at least 58 more."

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 screenshot shows the Graduation Calculator interface with the following values entered: "Current GPA" is 3.59, "Credits Remaining" is 58, "Credits Required" is 120, and "Desired GPA" is 3.8. The "Calculate" button is highlighted with a red box.

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.

The screenshot shows the 'Graduation Calculator' interface. On the left, there are three buttons: 'Graduation Calculator' (highlighted with a blue bar and a right arrow), 'Term Calculator', and 'Advice Calculator'. On the right, there is a summary of current statistics:

Current GPA	3.59
Credits Remaining	58
Credits Required	120
Desired GPA	3.8

Below this summary, an error message is displayed in a yellow box: "Error: To achieve your desired GPA, you would need to average higher than a 4.0. You would need to average a **4.02**." At the bottom right, there is a 'Recalculate' button.

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

This screenshot shows the same 'Graduation Calculator' interface, but with a successful outcome. The summary statistics are:

Current GPA	3.59
Credits Remaining	58
Credits Required	120
Desired GPA	3.75

Below the statistics, a yellow box provides advice: "You need to average a 3.92 over your final 58 Credits to graduate with your desired GPA." A 'Recalculate' button is located at the bottom right.

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.

The screenshot shows the 'Term Calculator' interface. On the left, there are three buttons: 'Graduation Calculator', 'Term Calculator' (highlighted with a red box and a right arrow), and 'Advice Calculator'. On the right, there is a summary of current statistics:

Current GPA	3.59
Credits Earned So Far	41

Below the summary, there is a table for entering course information:

	Credits	Grade
MIS 276	3	A- [3.70]
SOC 110	3	B+ [3.30]
AHS 111	3	A+ [4.00]
Class 4		A+ [4.00]
Class 5		A+ [4.00]
Class 6		A+ [4.00]
Class 7		A+ [4.00]
Class 8		A+ [4.00]
Class 9		A+ [4.00]
Class 10		A+ [4.00]

At the bottom right, there is a 'Calculate' button.

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

Graduation Calculator

Term Calculator >

Current GPA 3.59
Credits Earned So Far 41

Class	Credits	Grade	
MIS 276	3	A-	3.70
SOC 110	3	B	3.30
AHS 111	3	A	4.00

Calculated GPA 3.60
By achieving the grades listed here, your GPA at the end of the term will be 3.60

Recalculate

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.

Graduation Calculator

Term Calculator

Advice Calculator >

Current GPA 2.56
Credits Earned 50
Desired GPA 2.7

Calculate

The system provides the following advice:

Graduation Calculator

Term Calculator

Advice Calculator >

Current GPA 2.56
Credits Earned 50
Desired GPA 2.7

To achieve your desired GPA, you need one of the following:

- 6 Credits at 4.00 (A+) grade average
- 6 Credits at 4.00 (A) grade average
- 7 Credits at 3.70 (A-) grade average
- 12 Credits at 3.30 (B+) grade average
- 24 Credits at 3.00 (B) grade average

Note: Results that would require you to take more than 150 Credits have been omitted.

Recalculate

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 \(See Attachment\)](#)

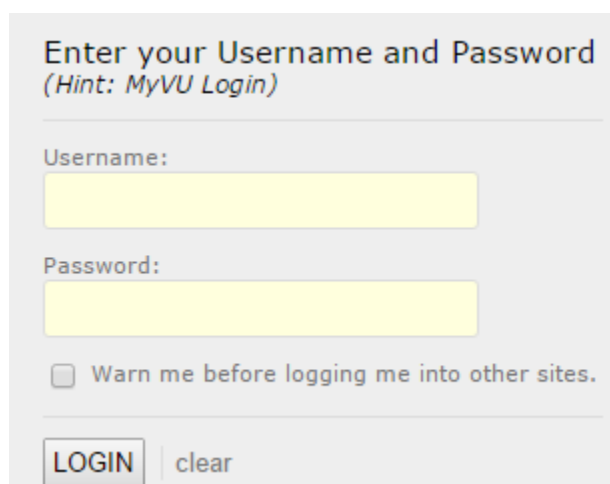
Placement chart can be found at MyVU, Offices/Resources, Curriculum and Instruction, Forms, Placement Chart.

<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



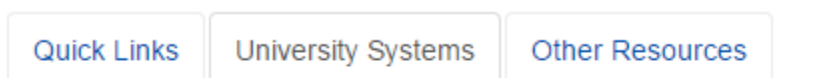
Enter your Username and Password
(Hint: MyVU Login)

Username:

Password:

☐ Warn me before logging me into other sites.

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



[Quick Links](#) [University Systems](#) [Other Resources](#)

[Student Self Service](#) - Find your grades, financial aid, change password, and more.

3. Next, click on Student



[Personal Information](#) [Student](#) [Financial Aid](#)

Search

4. Then click on [DegreeWorks](#)

[DegreeWorks](#)
Click here to see your advising worksheet, student plan or degree evaluation

On the next page, click on

Advising Worksheet & Degree Audit

The next page opens to your Degree Worksheet:

Worksheets Plans GPA Calc

Worksheets > Format: Student View View Save as PDF Class History

What If DWPROD

Look Ahead

Student View AA474EZs as of 05/12/2014 at 03:05

Student		Campus Location	Vincennes
ID		Degree	Associate in Science
Classification	Junior	College	Vinc Soc Sci+Perform Arts
Advisor		Major	Social Work
Cumulative GPA	3.174	Concentration	
Academic Standing	Good Standing	Registration Holds	None
Previous VINU Degree	None		

Legend

- Complete
- Complete except for classes in-progress
- Nearly Complete - see advisor
- Not Complete
- Transfer Class
- Any course number

Degree Progress

Requirements 97%

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

Worksheets Plans GPA Calc

Worksheets > Format: Student View View Save as PDF Class History

SAMPLE: DEGREE PLAN CHECKLIST

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

DEVELOPMENTAL COURSES IF REQUIRED

Reading:	<input type="checkbox"/> READ 009	<input type="checkbox"/> READ 011	
Writing:	<input type="checkbox"/> ENGL 009	<input type="checkbox"/> ENGL 011	
Math:	<input type="checkbox"/> MATH 010	<input type="checkbox"/> MATH 013	<input type="checkbox"/> 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	<i>Composition</i>
• 100 level or higher Mathematics (MATH) Elective 3 Hrs	<i>Math</i>
• COMM 143- SPEECH 3Hrs or COMM 148- Interpersonal Communications 3hrs.	<i>Speech</i>
• Laboratory Science Elective 4 Hrs	<i>Science</i>
• SOCIAL SCIENCE ELECTIVE 3 Hrs	<i>Social Science</i>
• HUMANITIES ELECTIVE 3 Hrs	<i>Humanities</i>
• ENGL 102- English Composition II 3 Hrs.	<i>Composition</i>
• SOCIAL SCIENCE ELECTIVE 3 Hrs	<i>Social Science</i>
• HUMANITITES, MATHEMATICS, SCIENCE, SOCIAL SCIENCE, OR WRITING 5 Hrs	<i>UCC Electives</i>

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
 - HUMANITIES ELECTIVE 3 Hrs
 - LABORATORY SCIENCE ELECTIVE 4 Hrs
 - HUMANITIES, 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