



DEGREE WORKS 4.1.6
ADVISOR USER GUIDE

Fall 2018

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What is Degree Works?

Degree Works is a degree audit and advising system to help students, counselors, and advisors plan for academic success. Degree Works is a stand-alone system, separate from Banner, but is highly dependent on the accuracy and completeness of student records in the Banner Student system which provides Degree Works with its underlying academic history and curriculum data.

Academic Summary Section (Student Header)

This section in Degree Works displays a summary of the student's academic information bridged from Banner Student. It includes the student's academic goals, as well other information to assist with advising. The goals displayed in the header drive the academic audit and graduation requirement information. Below the student header, test scores will appear. The test score section will bridge the highest score from Banner if multiple scores are recorded for the same test code. The student may be contacted by clicking their name or email icon to open a new email message. The same is true to contact the student's advisor.

Format: Degree Audit Include in-progress classes [Course History](#)
 Include preregistered classes

(not frozen) Save this audit with this new description and freeze status

Washburn University

Degree Audit A0006vSy as of 11/07/2018 at 16:34

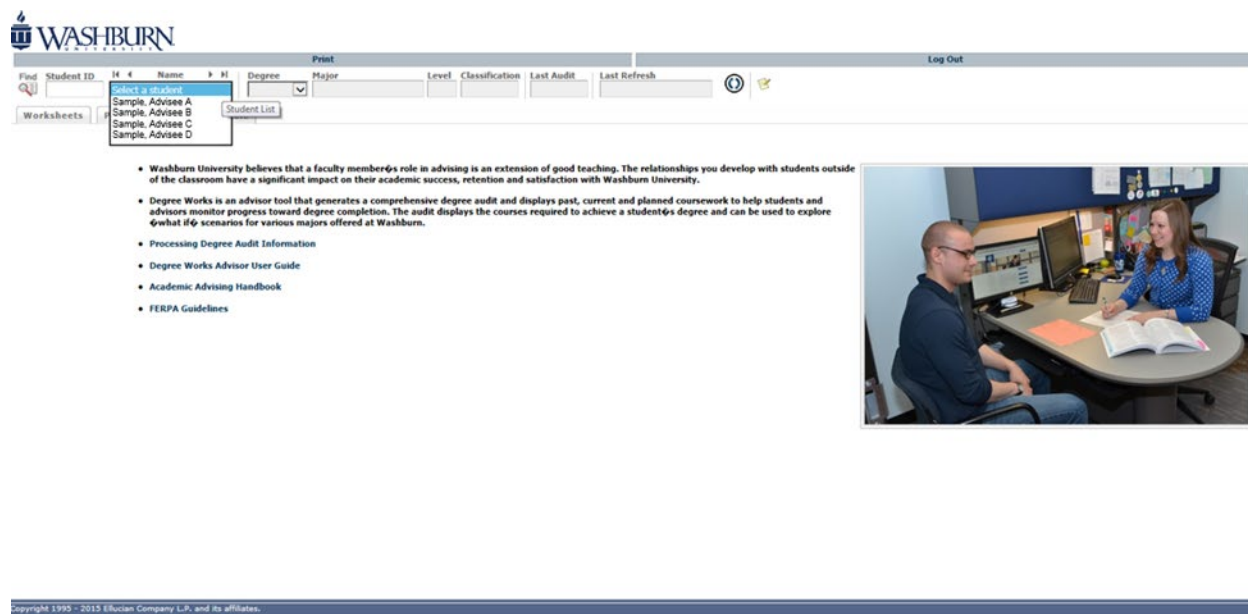
No Photo Available

Student	Sample Student	Classification	Junior	Overall GPA	2.3
WIN		Level	Undergraduate	Washburn GPA	2.36
Gender	Female	College	College of Arts and Sciences	Earned Hours	78
Academic Standing	Good Standing	Degree	Bachelor of Public Administration	Attempted Hours	96
Advisor	McMilen, Diane	Program	Public Administration-BPA	SAP	Making Satisfactory Progress
Designation	No Designation	Major	Public Administration	Previous Institution	Highland Community College Final College Transcript 10-JAN-14
Alternate PIN	No PIN Assigned	Concentration	No Concentration	Other Degrees Earned	No Other Degrees
3/6 Year Start Term	Not Available	Minor	No Minor	WU Degrees Earned	No Other WU Degrees
BDMS Transcripts	Click Here	BDMS FERPA	Click Here	Registration Holds	No Holds

Test Scores		
Test Description	Test Score	Date Taken
ACT English	15	12-SEP-09
ACT Math	19	12-SEP-09
ACT Reading	22	12-SEP-09
ACT Science Reasoning	20	12-SEP-09
ACT Composite	19	12-SEP-09

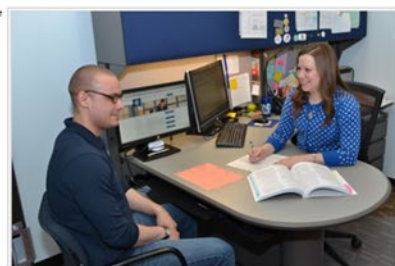
Pre-Loaded List of Advisees

The name drop-down is pre-loaded with a list of your advisees upon login. Please note that names will appear in the list for ANY Advisor, not just the primary advisors.



Washburn University believes that a faculty member's role in advising is an extension of good teaching. The relationships you develop with students outside of the classroom have a significant impact on their academic success, retention and satisfaction with Washburn University.

- Degree Works is an advisor tool that generates a comprehensive degree audit and displays past, current and planned coursework to help students and advisors monitor progress toward degree completion. The audit displays the courses required to achieve a student's degree and can be used to explore what-if scenarios for various majors offered at Washburn.
- Processing Degree Audit Information
- Degree Works Advisor User Guide
- Academic Advising Handbook
- FERPA Guidelines



Search / Find

The Search/Find bar will display student information and if you know the student's ID you may enter it directly into the Student ID field and hit 'Enter' on your keyboard to load that student's record.

Only Counselors and Degree Works users with full access can search for students in the database or enter a Student ID directly. Students do NOT have the ability to search for another student. They will only be able to view their own degree audit.

Find Student ID W10999999 Name SAMPLE, STUDENT A Degree AA-T Major Communication Studies Classification Sophomore Last Audit 08/05/2015 Last Refresh 08/06/2015 at 2:01 am



Student Find/Search

Allows you to search for a student based on specific criteria. More detail on this functionality is provided in the Student Finder section below.



Record Selection

Clicking the arrows moves you through the student records that have been recently searched using the Student Finder. This information is stored until you log out of the session.



Student Data Refresh

Clicking this button will refresh the selected student's information from Banner.

Last Audit Today Last Refresh Today at 4:37 am

Last Audit/Last Refresh Timestamps

This denotes the last time the student's audit and/or Banner data was refreshed. Degree Works refreshes students nightly, but only for those whose data has changed in Banner.



Add Notes

Allows the user to add a note to a student's audit.

Last Audit/Last Refresh shows the most recent date the student's data was refreshed from the Banner Student system. Student and counselor data extracts run overnight to refresh data daily. However, if the date is old, or if you know, for example, that the student has just registered, added/dropped a course, or changed a major that day, you will need to:

1. Click the **Refresh Student** button to update the Banner data.
2. Click **Process New** to generate an updated audit with the now-refreshed data. Students will not have access to either of these buttons

Student Find Button

The Student Find option allows users to search for a specific student or groups of students. A search may be by name for a specific student, or by any of the drop-down menu options. The more options you select, the more restricted your selected population will be since the students must meet all criteria specified.

Counselors can look at the record of any active student either by entering their student ID or searching on the student's name, Degree, Major or College.

A combination of search fields is advised for best results, and the @ symbol is used for wildcard searches. In the example below, the search is looking for students with the last name of that begins with 'St' (St@), and a first name that starts with Sa (Sa@).

ID	Name	Degree	Major	Level	Classification
<input checked="" type="checkbox"/> W12345678	Sample, Advisee A	000000	Nursing	UG	Sophomore
<input checked="" type="checkbox"/> W00000000	Sample, Advisee B	000000	Exploratory	UG	Sophomore
<input checked="" type="checkbox"/> W87654321	Sample, Advisee C	AS	Respiratory Therapy	UG	Senior
<input checked="" type="checkbox"/> W99999999	Sample, Advisee D	BA	Kinesiology	UG	Freshman

NOTE: Performing a search (by keying a WIN or via the Find button) will retrieve records that replace the default advisee list. To return to the default list of advisees, the user must refresh the main Degree Works browser window (F5 on Windows PCs) to return to your default list. Logging out and back in, of course, would reset this as well.

When searching for a group of students, the list will populate below the 'Students Found' bar. You may check/uncheck next to a student's name to add or remove them from your group. Once you have the group you are interested in viewing, click the OK button to load them into your Degree Works work list. You may also sort this list by clicking on any of the column headers. The work list will be available for you until you specify a new search or close your session.

Students Found: 200					
ID	Name ▲	Degree	Major	Student Class Level	
<input checked="" type="checkbox"/>	W10999999	SAMPLE, STUDENT A	AS	Business [AS]	Freshman (0 - 29 un
<input checked="" type="checkbox"/>	W01888888	SAMPLE, STUDENT B	AS	Business [AS]	Freshman (0 - 29 un
<input type="checkbox"/>	W01111111	SAMPLE, STUDENT C	AS	Business [AS]	Freshman (0 - 29 un
<input checked="" type="checkbox"/>	W02222222	TEST, STUDENT A	AS	Business [AS]	Freshman (0 - 29 un
<input type="checkbox"/>	W03333333	TEST, STUDENT B	AS	Business [AS]	Freshman (0 - 29 un
<input checked="" type="checkbox"/>	W04444444	TEST, STUDENT C	AS	Business [AS]	Sophomore (30 - 59

Worksheet (Audit)

This tab is the default view for users logging in to Degree Works. Below the student header, users may review the student's academic progress and are presented with advice as to what requirements remain to be completed. If any of the information appears incorrect, counselors and students may not update student academic information in Degree Works, but must file the appropriate change request.

WASHBURN UNIVERSITY

Exception Management | Template Management | Change Password | Print | Log Out

Find Student ID: W10999999 | Name: SAMPLE, STUDENT A | Degree: BPA | Level: UG | Classification: Junior | Last Audit: Today | Last Refresh: Today at 1:15 pm

Worksheets | Planner | Plans | Notes | Petitions | Exceptions | GPA Calc | Admin

Worksheets | Format: Student View | View | Save as PDF | Process New | Include in-progress classes | Include preregistered classes | Course His

History | What If | What If History | Look Ahead | Financial Aid | Aid History | Athletic Eligibility | Athletic History | Legend

Complete | Not Complete | In-Progress or Pre-Registered | See Advisor | Any Degree Applicable Course/Number

Requirements 39%

Requirement	Status	Details
Bachelor of Public Administration		Catalog Year: 2016-2017 Credits Required: 124 GPA: 2.50 Credits Applied: 78
<input type="checkbox"/> 124 Minimum Credits Required	Still Needed:	You have completed or have in progress 78 credits - a minimum of 46 additional credits are required, as well as the completion of all specific graduation requirements detailed in this degree audit.
<input checked="" type="checkbox"/> Minimum 2.0 GPA Requirement		
<input checked="" type="checkbox"/> 30 of the Last 45 Credits Must be Earned in Residence		
<input type="checkbox"/> Minimum 45 Upper Division Credits	Still Needed:	You currently have 6, you still need 39 more.
<input checked="" type="checkbox"/> Minimum 60 Credits from a Four year Institution		
<input type="checkbox"/> Minimum 99 Credits from the College of Arts and Sciences	Still Needed:	You currently have 59, you still need 40 more.
<input type="checkbox"/> Required Graded Credits	Still Needed:	You currently have 78, you still need 6 more.
<input type="checkbox"/> Minimum 84 Non-Major Credits	Still Needed:	You currently have 66, you still need 18 more.
<input type="checkbox"/> Core Requirements	Still Needed:	See Core Requirements section

The Student View worksheet displays the student's academic audit and course history. Requirements completed will appear with a green checkmark, those in-progress will appear with a blue tilde, and those not completed will appear with an empty red checkbox along with advice at the right noting the outstanding requirement.

As with the Find screen, the @ symbol in the audit denotes a wildcard as well.

The audit contains all requirements necessary for the student to finish their current goal, including GE, Developmental courses, and Major requirements. The audit will also check overall minimum units, GPA, and residency. The Degree Units Required and Applied, as well as the program GPA and Catalog Year, will appear in the degree bar. Keep in mind, the student's audit is based on the CATALOG YEAR and ACADEMIC GOALS stored in the Banner Student system. If that information is incorrect, then appropriate steps should be taken to update it in Banner Student and refresh the student's data and audit.

To view more information about a specific course, click on the course ID to the right of "Still Needed". An asterisk (*), denotes that a Banner prerequisite exists for the course.

ANTH 109 3 Units **Comparative World Cultures** **Print**

(3) F, S - CSU, UC Skills Advisories: Eligibility for ENG 110 or ENG 110H or ENG 110GB In-depth comparison of two or more of the world's cultures. Emphasizes the cultural and ethnic diversity of the areas. Focuses on a comparison and contrast of traditional cultural complexes, cultures in transition, and contemporary and/or historic patterns.

Attributes:

GCD1	-	CSUGE D1: Anthro/Archeology
GI4A	-	IGETC 4A: Anthrop/Archeology
GSB	-	SBCCGE B: Social/Behv Science
GSE5	-	SBCCGE E5: Mult Cu/Gendr Studi
N	-	Not a Basic Skills Course
TCSU	-	CSU Transferrable
TUC	-	UC Transferrable

Sections:

Term	Crn	Seats Open	Waitlist Seats	Instructor	Meeting Times
Fall 2015	34978	38 (out of 50)	0	PMcDowell	M W 12:45 p.m. - 2:05p.m.

At the bottom of the Student Worksheet/Audit, other dynamic sections may appear for Electives, Insufficient

coursework, Non-degree Applicable Courses, as well as courses in-progress. Students only see the sections if the criteria pertain to their specific academic history.

Still Needed: 3 Units in ANTH 101 or 101H*

Still Needed: 3 Units in ANTH 109 or 113 or 121 or 122 or 123 or 124 or 125 or 126

Electives		Credits Applied: 37	Classes Applied: 16
AL 101	Intro to Health Care	C	3 Spring 2012
BI 275	Human Anatomy	D	4 Spring 2013
Satisfied by: BS104 - Human Anatomy - Highland Community College			
BU 180	Personal Finance	C	3 Fall 2015
HI 111	US History I	C	3 Fall 2011
HS 100	Orientation to Human Services	B	3 Fall 2012
HS 131	Human Development	B	3 Fall 2012
HS 202	Victim/Survivor Services	B	3 Fall 2012
KN 198	Lifetime Wellness-Individ Ex	B	2 Spring 2013
MU 239	University Band	A	1 Spring 2012
MU 254	Small Ensemble Flute	A	0 Fall 2011
Insufficient		Credits Applied: 13	Classes Applied: 9
BI 100	Intro to Biology/Health Emph	Repeat D	0 Spring 2012
BI 100	Intro to Biology-Health	F	3 Fall 2013
BI 202	Biology of Behavior	F	3 Spring 2016
BI 275	Human Anatomy	W	4 Fall 2013
Satisfied by: BS104 - Human Anatomy - Highland Community College			
CN 150	Public Speaking	F	3 Spring 2016
OA 241	Office Management	W	0 Spring 2014
PO 107	Amer State & Local Gov't	W	0 Spring 2014
PO 245	Intro to Public Admin	W	0 Spring 2014
TA 310	Technology & Society	W	0 Spring 2014
Not Counted		Credits Applied: 3	Classes Applied: 2
MA 104	Intermediate Algebra	Max of zero classes/Credits exceeded	Repeat F 0 Fall 2013
MA 104	Intermediate Algebra	Max of zero classes/Credits exceeded	F 3 Spring 2016

Electives: Degree applicable course work that is successfully completed or in-progress, but does not satisfy a rule/requirement in the audit above.

Insufficient: Courses that are failed, withdrawn, or repeated.

In-progress: An alphanumeric list of courses the student has in-progress or pre-registered.

Not Counted: Courses that are not applicable to the current degree audit and therefore do not count in the overall GPA and units required for the student's program.

Class History Report

Click on the Class History link on the Audit Worksheet page to view this report which includes a term-by-term snapshot of the student's academic history. The bottom of the report contains a graphic GPA tracker. Keep in mind that term GPAs with a zero value marked in red **may** be due to the student withdrawing from all courses for the term and not necessarily due to failing grades.

Freeze Audit

Every semester when you meet with a student to assign a registration PIN, you are strongly encouraged to freeze the audit which led to the awarding of the Registration PIN. This may become invaluable should any disagreement arise between you and the student OR you need to advocate for an academic exception to the AVPAA based on any potential error in advising that may have occurred.

The screenshot shows a web browser window titled "Class History - Internet Explorer" with the URL "http://bandgw-test.sbccc.net:9090/IRISLink.cgi". At the top, there are buttons for "View", "Save as PDF", "Process New", and "Class History" (circled in red). Below the buttons, the report lists courses: ANTH 102 Introduction To Archeology (IP 3) and ANTH 104 Language and Society (IP 3). A table of statistics follows:

Term Attempted	6	Cumulative Attempted	93.5
Term Earned	0	Cumulative Earned	87.5
Term Quality Points	0	Cumulative GPA Quality Points	284.2
Term Graded Attempted	0	Cumulative Graded Attempted	85.5
Term GPA	(in-progress)	Cumulative GPA	(in-progress)

Below the statistics is a "Term and Cumulative GPA Tracker" section with a table:

Term	Term GPA
Fall 2012	2.560

At the top of the student's audit, there is a box for you to name the current audit and to set the freeze status to Frozen by Advisor. Please use the following naming format for any frozen audit, Term(SP, SU, FA)Year(2 digit)-Registration, (i.e. "SP17-Registration" would document the state of the audit when advising the student for spring 2017 is completed). After you name the audit and set its freeze status, click the Save button. To view a frozen audit, access the History tab.

History Page

By clicking on the History link, the last five historic reports (audits) that have been run can be displayed along with any audits that have been frozen. Select the appropriate report and click "View".

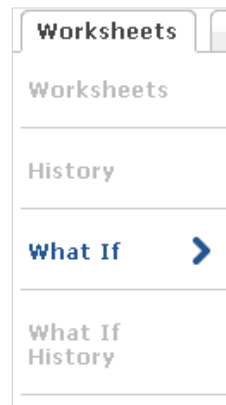
Using the What If Page

What-If scenarios are used by students and counselors to explore academic goals which are different than those currently declared in the Banner Student system. You may run a What-If for any program based on the available catalog years in the Catalog Year drop-down menu. The temporary What-If audit is informational only and does not change the declared program or any other information about the student.

The What If audit allows you to view how different academic goals affect the student's progress, as well as which completed classes would apply to the new program, which classes will not count, and which courses remain to be completed.

Running a What If Audit

1. Select the What If option from the left sidebar.



2. Select the Catalog Year followed by the Program from the drop-down menus. Choosing a program will auto-select the Level, Degree, and Major. To add a second program, choose a program with the SAME DEGREE type in the 'Select your additional areas of study' and click on the ADD button. What-If scenarios for programs with different degree types must be run separately.

Select your primary area of study

Catalog Year	<input type="text" value="2016-2017"/>		
Campus	<input type="text" value="1-Washburn University"/>		
Program	<input type="text" value="Psychology-BA"/>	Major	<input type="text" value="Psychology"/>
Level	<input type="text" value="Undergraduate"/>	Minor	<input type="text" value="Economics"/>
Degree	<input type="text" value="Bachelor of Arts"/>		
College	<input type="text" value="College of Arts and Sciences"/>		

Select your additional areas of study

Program for additional areas	<input type="text" value="Biology: Environmental Biology-BA"/>	Add	
Major	<input type="text" value="(pick a Major)"/>		
Minor	<input type="text" value="(pick a Minor)"/>		

Chosen Areas of study

MAJOR : Environmental Biology
PROGRAM: Biology: Environmental Biology-BA

Remove

3. To process the What If audit, simply click on the Process What-If button.
4. To print the What If audit, click on Print the link at the top of the page.
5. To save the What If as a PDF, you must select this option before processing the What If by choosing the Save as PDF button instead of the "Process What If" button. The "Save as PDF" button will process the What If audit and render the PDF file in a single click.

Accessing External Transcript Images & FERPA Release Forms

NOTE: BDMS (Imaging) access is required to view the documents in the imaging system. Please contact the Registrar's office if you do not have access.

Format: Include in-progress classes Include preregistered classes [Course History](#)

No Photo Available	Student	SAMPLE, STUDENT A	Classification	Junior	Overall GPA	2.3
	WIN		Level	Undergraduate	Washburn GPA	2.36
	Gender	Female	College	College of Arts and Sciences	Earned Hours	78
	Academic Standing	Good Standing	Degree	Bachelor of Public Administration	Attempted Hours	96
	Advisor	McMillen, Diane	Program	Public Administration-BPA	SAP	Making Satisfactory Progress
	Designation	No Designation	Major	Public Administration	Previous Institution	Highland Community College Final College Transcript 10
	Alternate PIN	Fall 2016: 928284	Concentration	No Concentration	Other Degrees Earned	No Other Degrees
	3/6 Year Start Term	Not Available	Minor	No Minor	WU Degrees Earned	No Other WU Degrees
	BDMS Transcripts	Click Here ①	BDMS FERPA	Click Here ②	Registration Holds	No Holds

Test Scores		
Test Description	Test Score	Date Taken
ACT English	15	12-Sep-2009
ACT Math	19	12-Sep-2009
ACT Reading	22	12-Sep-2009
ACT Science Reasoning	20	12-Sep-2009
ACT Composite	19	12-Sep-2009

① External Transcript Images

If a student is transferring work to WU and you would like to view the external transcripts, please click here. The following screen will appear. On the example above, under Previous Institution, the student attended Highland Community College.

Applications

- B-S-ADMN
- B-S-CRSE
- B-S-DGRE
- B-S-ID

Query Results

B-S-ADMN > New Search > Query Results

ID	PIDM	DOCUMENT TYPE	LAST NAME	FIRST NAME	SSN	BIRTH DATE	TERM CODE	APPLICATION NUMBER	ADMISSIONS REQUIREMENT	INSTI
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	721942	ADMISSIONS REQ		28-Aug-1991			CLT1	1418
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	721942	ADMISSIONS REQ		28-Aug-1991			HSTF	1725
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	721942	ADMISSIONS APP		28-Aug-1991	201130	1		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	721942	ROUTING SLIP		28-Aug-1991				

Documents 1 - 4 of 4

Previous | 1 | Next | Items per page: 50

On this page, you would choose an Admissions Requirement. Depending on how many transcripts the student has sent, these are assigned a “CLT” code along with a number. If the student has submitted an incomplete transcript (courses listed with no grades assigned), it would be assigned a “PCL” code. The student above has submitted only one transcript, CLT1, so you would click here. The following screen will appear.

B-S-ADMN > New Search > Query Results >

Document 2 of 5 < PREVIOUS | NEXT >

Document Page

EMAIL EXPORT PRINT

Page 1

Page 2

Academic Transcript **Kansas State University**

REGISTRAR'S OFFICE
Muel Stueben
OFFICIAL # 00 TWO ZERO ONE

STUDENT NAME	STUDENT NUMBER	DATE PREPARED	PAGE
AS UNDERGRADUATE DEGREE	XXX-XX-6263	01/12/2018	1 OF 1
UG UNDERGRADUATE NON DEGREE	ACADEMIC PLAN		
	PRE-PSYCHOLOGY-U MAJOR		
	PRE-LAW-N MAJOR		

CLT1 1408 REC

EXTERNAL DEGREES

SEAMAN HIGH SCHOOL
05/01/2017 HIGH SCHOOL DIPLOMA

TRANSFER CREDITS

WASHBURN UNIVERSITY
ATTENDANCE DATES FROM: 01/01/17 TO: 01/05/17 6.00

BEGINNING OF UNDERGRADUATE RECORD

FALL 2017

COURSE	TITLE	ATT	EARNED	GRD	POINTS
ELCEP 111	UNIVERSITY EXPERIENCE	2.00	2.00	A	8.000
GEOG 100	WORLD REGIONAL GEOG	3.00	3.00	D	3.000
HIST 252	HIST US SINCE 1877	3.00	3.00	C	6.000
MC 110	MASS COMM IN SOCIETY	3.00	3.00	D	3.000
SOCIO 211	INTRO SOCIOLOGY	3.00	3.00	C	6.000
TERM GPA : 1.857		TERM TOTALS :	14.00	14.00	26.000
CUM GPA : 1.857		CUM TOTALS :	14.00	20.00	26.000
WARNING					

UNDERGRADUATE CAREER TOTALS

UGRD CUM GPA	ATT	EARNED	POINTS
1.857	14.00	20.00	26.000

*** END OF RECORD ***

EVALUATED 1/23/2018 L'ESSENDORF

AUDITED 4/16/2018 KAKLEIN

RECEIVED
JAN 16 2018

AUDITED 5/21/2018 KAKLEIN

② FERPA Release Forms

If a student has submitted a FERPA release form and you would like to view it, please click here. The following screen will appear.

The screenshot displays the 'Query Results' page in the EMC ApplicationXtender - BXS_PROD system. The page shows a list of documents for a student with PIDM 978017. The 'FERPA RELEASE' document is highlighted in yellow. The table below shows the details of the documents:

ID	PIDM	DOCUMENT TYPE	LAST NAME	FIRST NAME	SSN	BIRTH DATE	TERM CODE	ROUTING STATUS	ACTIVITY DATE	VPDL_C
<input type="checkbox"/>	978017	FERPA RELEASE				18-May-1999			2018-10-10 15:31:59	
<input type="checkbox"/>	978017	ID INFORMATION				18-May-1999			2018-06-19 12:36:08	
<input type="checkbox"/>	978017	DECLARATION OF PROGRAM				18-May-1999			2018-04-11 16:34:07	

At the bottom of the table, it indicates 'Documents 1 - 3 of 3' and 'Items per page: 50'.

Here you will choose the Document Type FERPA Release. The following screen will appear. Please note that if a student has not submitted a FERPA Release Form, the document will not be listed.

Washburn University
Family Educational Rights and Privacy Act (FERPA)
Student Record Information Release

Student Name: SAMPLE, STUDENT A.

WIN#: _____

I, the undersigned, hereby authorize Washburn University to release the following educational records and information:

- All Educational Records** – *Includes, but not is not limited to, grade reports, transcripts, classroom performance/behavior.*
- Accounting** – *Includes tuition and fee balances, financial holds, mailing and billing address, payment plans, accounting statements, collections information and debt information.*
- Admission** – *Includes date of application, program selected, documents received, documents pending, date of admission, admission status and conditions of admission.*
- Registration** – *Includes current enrollment, dates of enrollment activity, enrollment status, residency status, semesters attended and mailing address information.*
- Academic Records** – *Includes courses taken, grades received, GPA, academic progress, honors, transfer credit award and degrees awarded.*
- Financial Aid** – *Includes all general financial aid information.*
- Other (please be specific)** – _____

To: _____

I understand that (1) I have the right not to consent to the release of my education records; (2) I have the right to receive a copy of such records upon request; (3) and that this consent shall remain in effect until revoked by me, in writing, and delivered to Washburn University. Any such revocation shall not affect disclosures previously made by Washburn University prior to the receipt of any such written revocation.

Student's Signature

Date

THIS INFORMATION IS RELEASED SUBJECT TO THE CONFIDENTIALITY PROVISIONS OF APPROPRIATE STATE AND FEDERAL LAWS AND REGULATIONS, **INCLUDING 20 USC 1232g**, WHICH ALSO PROHIBIT ANY FURTHER DISCLOSURE OF THIS INFORMATION WITHOUT THE SPECIFIC WRITTEN CONSENT OF THE PERSON TO WHOM IT PERTAINS, OR AS OTHERWISE PERMITTED BY SUCH REGULATIONS.

I hereby revoke this authorization for release of information.

Student's Signature

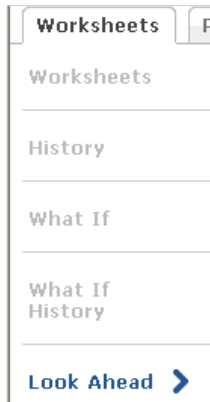
Date


Washburn University prohibits discrimination on the basis of race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status, sexual orientation/gender identity, genetic information, or other non-merit reasons, in University programs and activities, admissions, educational programs or activities and employment, as required by applicable laws and regulations. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director, Washburn University, 1700 SW College Ave., Topeka, Kansas 66621, 785.670.1509, codirector@washburn.edu

Look Ahead


The Look Ahead functionality allows you to see how courses being considered for future enrollment might apply to the student's audit.

1. To initiate a Look Ahead audit, click on the Look Ahead tab in the left sidebar.



2. Add the courses to the "Courses you are considering" box by adding the subject and course number, then selecting the  button.


 A screenshot of the 'Look Ahead' audit interface. At the top, there's a 'Format:' dropdown set to 'Student View' and a 'Process New' button. Two checkboxes are checked: 'Include in-progress classes' and 'Include preregistered classes'. Below this is a blue header for 'Look Ahead' with instructions: 'To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.' The main form has two columns. The left column is titled 'Enter a course and click Add Course' and contains input fields for 'Subject' and 'Number', followed by an 'Add Course' button. The right column is titled 'Courses you are considering' and contains a list box with 'MA 116' and 'AR 101', and a 'Remove Course' button at the bottom.

3. Once you are finished adding courses for the Look Ahead, click on the  button to process the audit. The Look Ahead courses will appear in the audit with a Planned Term.

The screenshot displays the Degree Works interface with a sidebar on the left containing navigation options: What If, What If History, Look Ahead, Financial Aid, Aid History, Athletic Eligibility, Athletic History, Legend, and Transfer Class. The main content area shows requirements for Core, General Education, and Arts & Humanities.

Core Requirements		Block GPA: 3.00			
C grade or better is required in all Core courses.					
<input type="checkbox"/>	Washburn Experience	Still Needed: 1 Class in WU 101			
<input checked="" type="checkbox"/>	English Composition	EN 101	Freshman Comp	B	3 Fall 2011
<input type="checkbox"/>	Advanced Composition	Still Needed: 1 Class in EN 300*			
<input checked="" type="checkbox"/>	MATHEMATICS REQUIREMENT				
<input checked="" type="checkbox"/>	College Algebra, Essential Mathematics, or Higher Math	MA 116	College Algebra	PLAN (3)	Planned Term
General Education		Block GPA: 1.85			
STUDENTS MAY NOT USE ANY COURSES FROM THEIR MAJOR SUBJECT AREA(S) FOR GENERAL EDUCATION, ALTHOUGH THOSE COURSES MAY SHOW UP IN THE COURSE POP-UP WINDOW WHEN CLICKING ON THE ATTRIBUTE COURSE LINK FOR THE REQUIREMENTS BELOW.					
<input type="checkbox"/>	ARTS & HUMANITIES				
<input checked="" type="checkbox"/>	Art, Music or Theatre	AR 101	Survey of Art History I	C	3 Spring 2013
<input checked="" type="checkbox"/>	Principles & Practices of Human Communication	CN 101	Prin & Prac of Hum Comm	C	3 Spring 2013
<input type="checkbox"/>	Arts and Humanities	PH 214 AR 101	Medical Ethics Survey of Art History I	D PLAN (3)	3 Planned Term

Notes

Counselors are able to add advising notes to Degree Works by selecting the Notes tab or clicking on the  icon at the top of the screen.


Adding Notes via the Notes Tab

1. Select the **Notes** tab, then select Add Note. You may use a predefined note or type your own.

The screenshot shows the 'Add New Note' dialog box. On the left, there are buttons for 'View Notes', 'Add Note', 'Modify Notes', and 'Delete Notes'. The 'Add Note' button is highlighted. The dialog box contains a dropdown menu with the text 'Choose a predefined note from the list below'. Below the dropdown is a text area containing several predefined notes. At the bottom of the dialog box, there are 'Save Note' and 'Clear' buttons.

2. Once you save the note, click on the  when prompted.

Adding Notes via the Notes Icon

1. Click on  the icon then add your note in the pop-up window.
2. When finished, **you must return to the Worksheet tab and click on Process New** for your note to appear at the bottom of the student audit. You will not be prompted to run a new audit, as you are when adding notes from the Notes tab.

Notes		
	Entered by	Date
Student was advised to register for the courses listed on the Planner.	Manager, Degree Works	06/26/2015

Legend		
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	(T) Transfer Class
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see Counselor	@ Any course number

GPA Calculator

The **GPA Calc** tab offers three GPA calculators to complete What If type scenarios for GPAs.

1. **Graduation Calculator:** Calculates how to achieve a certain GPA by graduation based on Units Remaining, Units Required, Current GPA and Desired GPA.

Graduation Calculator >

Term Calculator

Advice Calculator

Current GPA

Units Remaining

Units Required

Desired GPA

Current GPA	2.32
Units Remaining	40
Units Required	60
Desired GPA	3.00

You need to average a 3.34 over your final 40 Units to graduate with your desired GPA.

2. **Term Calculator:** Demonstrates the students Overall GPA calculation based on grades earned for courses in-progress. If the student is registered, the in-progress courses will be pre-populated, otherwise, courses may be manually added.

Graduation Calculator

Term Calculator >

Advice Calculator

Current GPA

Units Earned So Far

	Units	Grade
GDP 110	<input type="text" value="3"/>	C [2.000] ▾
MAT 103	<input type="text" value="3"/>	B [3.000] ▾
HIST 100	<input type="text" value="3"/>	B [3.000] ▾
Class 4	<input type="text"/>	A [4.000] ▾
Class 5	<input type="text"/>	A [4.000] ▾
Class 6	<input type="text"/>	A [4.000] ▾
Class 7	<input type="text"/>	A [4.000] ▾
Class 8	<input type="text"/>	A [4.000] ▾
Class 9	<input type="text"/>	A [4.000] ▾
Class 10	<input type="text"/>	A [4.000] ▾

Current GPA 2.960

Units Earned So Far 93

Class	Units	Grade
GDP 110	3	C 2.000
MAT 103	3	B 3.000
HIST 100	3	B 3.000

Calculated GPA 2.934

By achieving the grades listed here, your GPA at the end of the term will be 2.934

3. **Advice Calculator:** Demonstrates how a student can achieve a desired GPA based on Units Earned and Current GPA.

Graduation Calculator

Term Calculator

Advice Calculator >

Current GPA

Units Earned

Desired GPA

Current GPA 2.32

Units Earned 28

Desired GPA 2.5

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

- 4 Units at 4.00 (A) grade average
- 11 Units at 3.00 (B) grade average

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