### Using Technology in Advising

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# Using DegreeWorks as an Advising Tool

- Finding your student!
- Degree evaluation
- "What If" analysis
- "Look Ahead" analysis
- GPA Calculator
- Notes

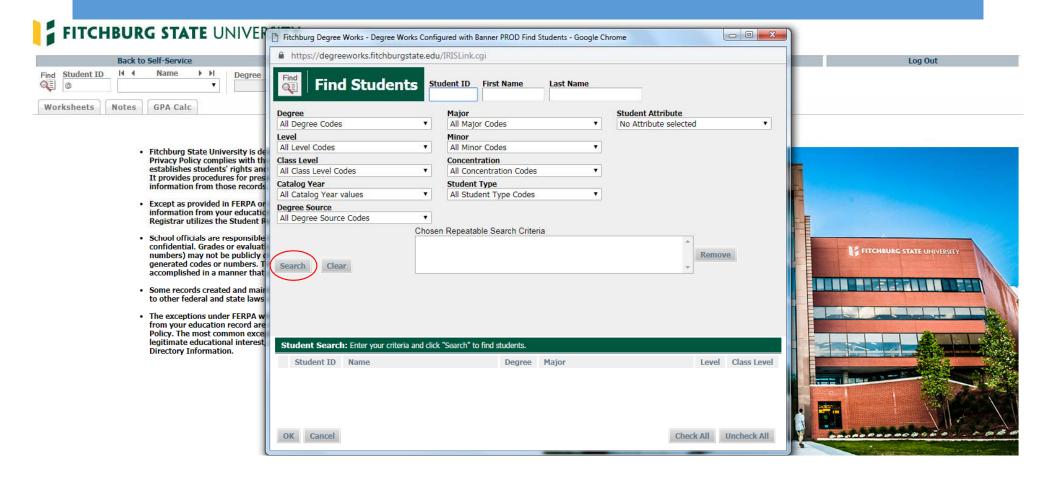
### Finding Your Student!

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FITCHBURG STATE UNIVERSITY								
Back to Self-Service	FAQ	Help	Print	Log Out				
Find Student ID II I Name Degree	Major Level Class Level	Last Audit						
W Find Record Button ) tes GPA Calc								

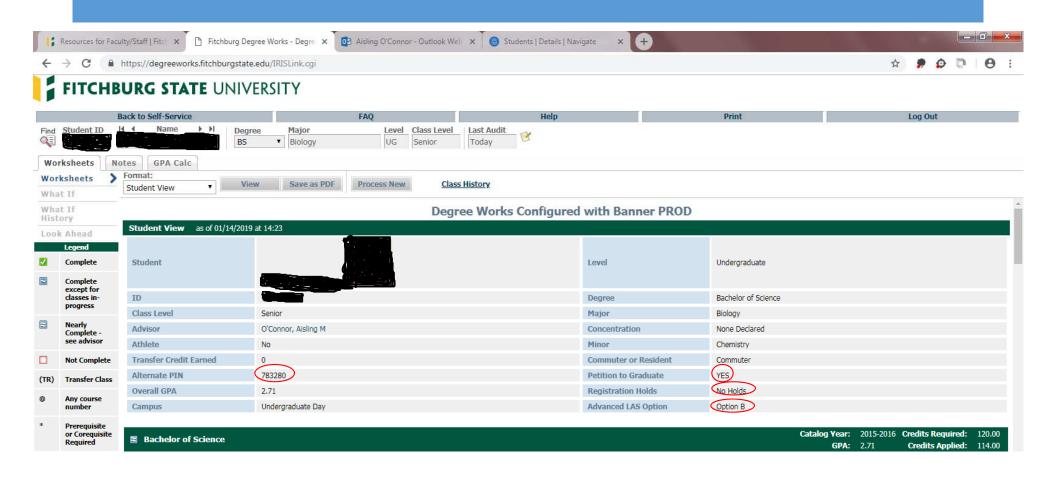
- Fitchburg State University is devoted to the privacy and security of our students. Our Student Records
  Privacy Policy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) which
  establishes students' rights and institutional responsibilities regarding the privacy of education records.
   It provides procedures for preserving confidentiality of education records and monitoring the release of
  information from those records.
- Except as provided in FERPA or other relevant law, the university will not disclose personally identifiable information from your education records unless you provide a written release. The Office of the Registrar utilizes the Student Release of Non-Directory Information Form to facilitate this process.
- School officials are responsible for protecting the identity of students and keeping student grades
  confidential. Grades or evaluations linked to personal identifiers (names, student ID, or social security
  numbers) may not be publicly disclosed. Grades or evaluations may be posted only by using randomly
  generated codes or numbers. The return of graded papers or other assignments must also be
  accomplished in a manner that protects the identity of students.
- Some records created and maintained by the university, although not covered by FERPA, may be subject
  to other federal and state laws or regulations regarding disclosure.
- The exceptions under FERPA which allow the university to disclose personally identifiable information
  from your education record are stated in the full text of the Fitchburg State University Student Records
  Policy. The most common exceptions to disclosure restrictions are disclosures to school officials with a
  legitimate educational interest, or disclosure of personally identifiable information designated as
  Directory Information.



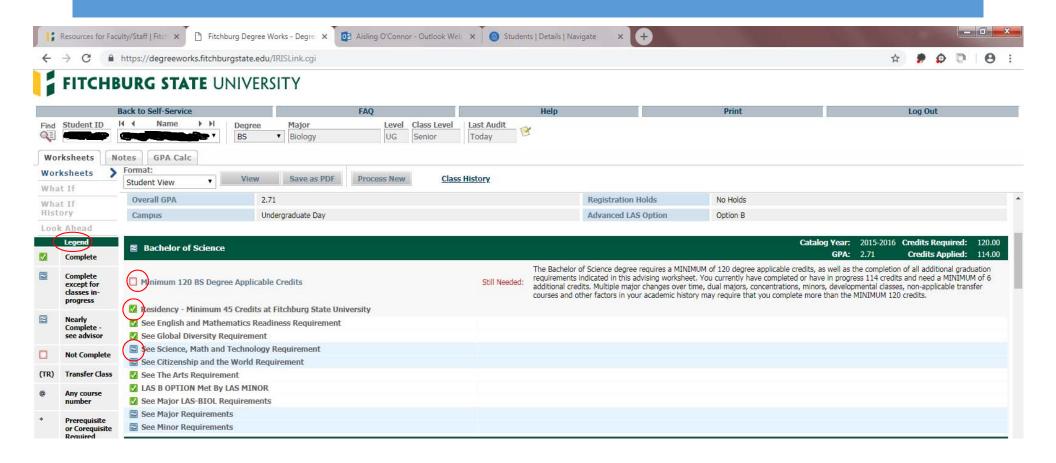
## Finding Your Student!



### Degree Evaluation



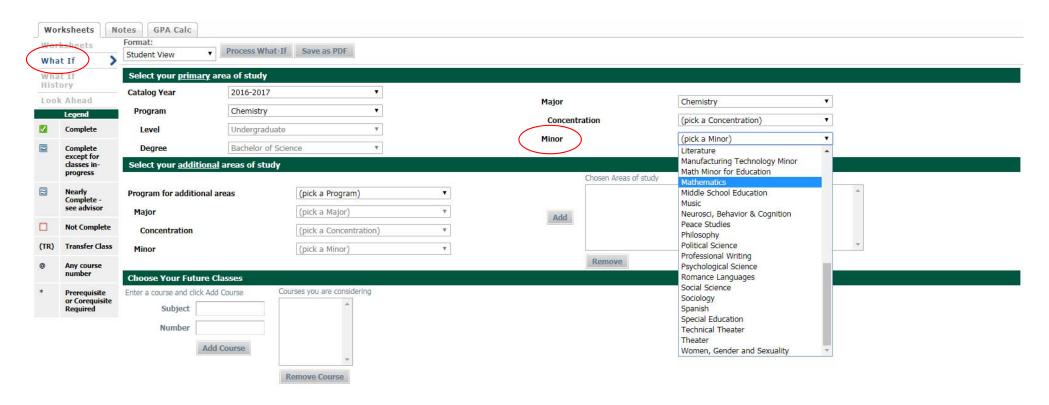
### Degree Evaluation



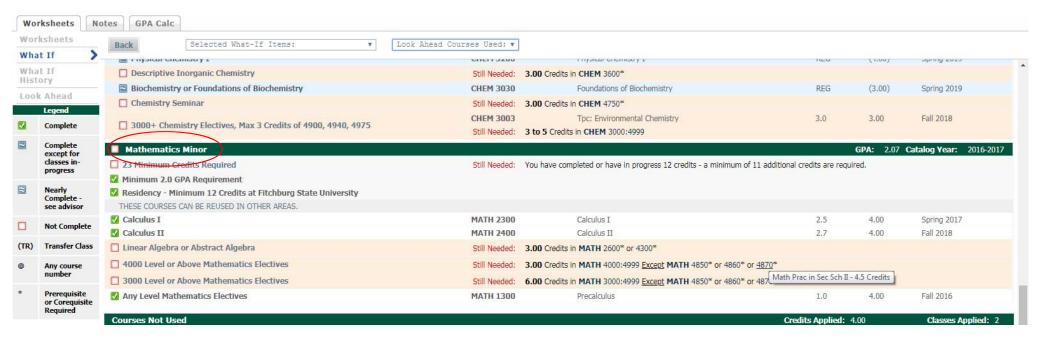
### What If Analysis

- Adding / removing / changing a concentration within a major
- Adding a minor
- Adding another major
- Changing majors

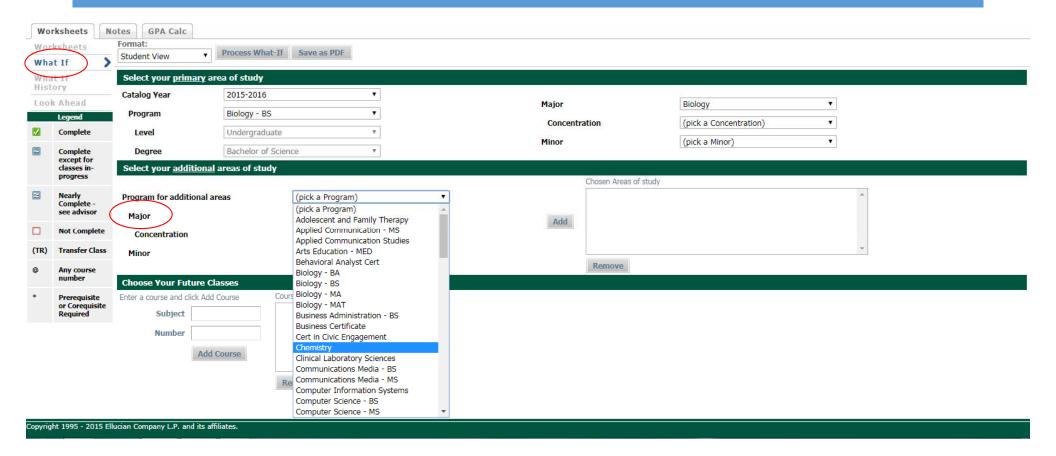
## Adding a Minor



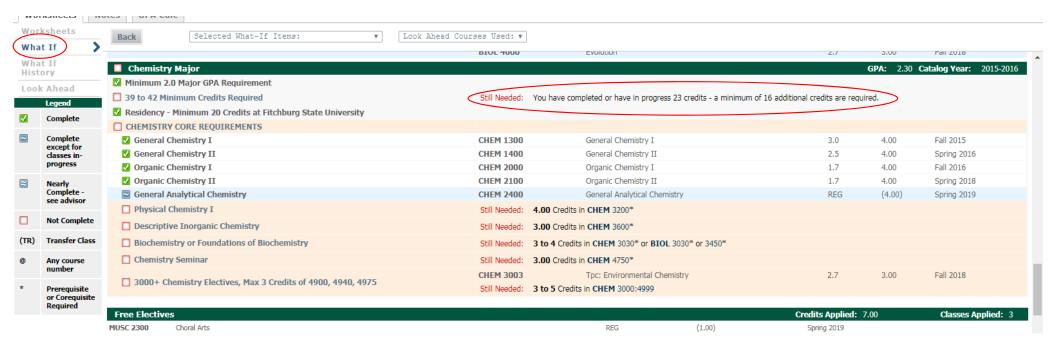
### Adding a Minor



# Adding Another Major



## Adding Another Major



### "What If" History

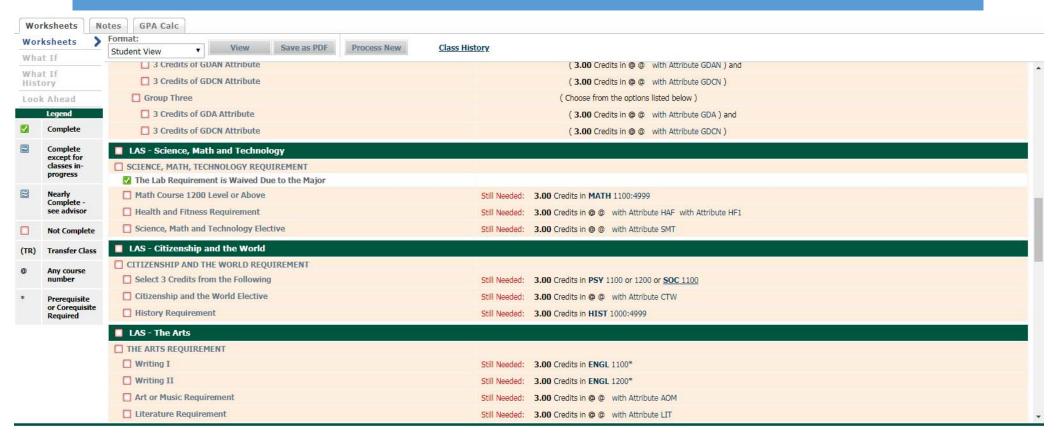
- All "What If" analyses run are saved so you or the student can view them at a later date
- Can also save as pdf



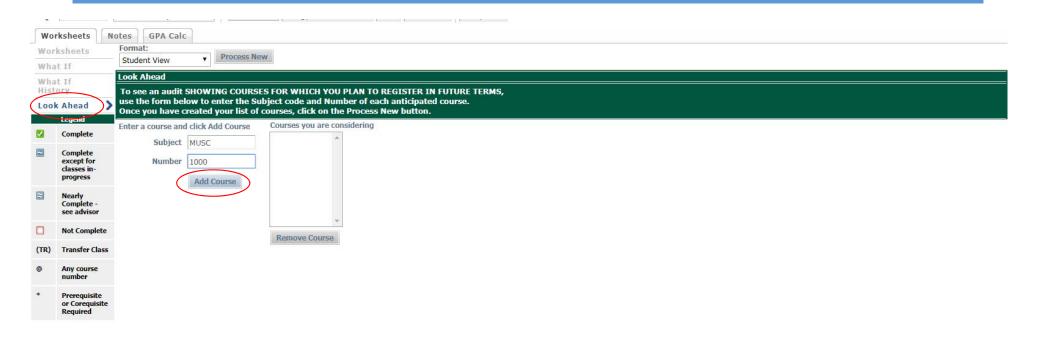
## "Look Ahead" Analysis

- Helps to figure out what requirement(s) a particular course will fulfill
- Could be used for major or LAS requirements

### "Look Ahead" Analysis



# "Look Ahead" Analysis



Wor	rksheets	Back Look Ahead Courses Used: ▼					
Wha	at If	3 Credits of GDAN Attribute	/ 2.00	Credits in @ @ with Attribute GDAN ) and			
	at If	3 Credits of GDCN Attribute	10.000.000				
Hist		( = 44-4) ASS		Credits in @ @ with Attribute GDCN )			
Loo	k Ahead >	☐ Greep Three  ☐ 3 Credits of GDA Attribute		rom the options listed below ) t of Music PLAI	V (3.00)	Planned Term	
<b>V</b>	Legend Complete	3 Credits of GDCN Attribute		Credits in @ @ with Attribute GDCN )	v (3.00)	Planned Term	
	Complete	■ LAS - Science, Math and Technology					
	except for classes in-	SCIENCE, MATH, TECHNOLOGY REQUIREMENT					
	progress	The Lab Requirement is Waived Due to the Major					
	Nearly	Math Course 1200 Level or Above	Still Needed: 3.00 Credits in M	ATH 1100:4999			
	Complete - see advisor	☐ Health and Fitness Requirement	Still Needed: 3.00 Credits in @	@ with Attribute HAF with Attribute HF1			
	Not Complete	Science, Math and Technology Elective	Still Needed: 3.00 Credits in @	@ with Attribute SMT			
(TR)	Transfer Class	LAS - Citizenship and the World					
		☐ CITIZENSHIP AND THE WORLD REQUIREMENT					
@	Any course number	Select 3 Credits from the Following	Still Needed: 3.00 Credits in PS	SY 1100 or 1200 or SOC 1100			
*	Prerequisite	Citizenship and the World Elective	Still Needed: 3.00 Credits in @	@ with Attribute CTW			
	or Corequisite Required	☐ History Requirement	Still Needed: 3.00 Credits in H	IST 1000:4999			
		LAS - The Arts					
		☐ THE ARTS REQUIREMENT					
		☐ Writing I	Still Needed: 3.00 Credits in El	NGL 1100*			
		Writing II	Still Needed: 3.00 Credits in El	NGL 1200*			
		□ Art or Music Requirement	MUSC 1000 Ar	t of Music PLAI	N (3.00)	Planned Term	
		Literature Requirement	Still Needed: 3.00 Credits in @	@ with Attribute LIT			
		cian Company L.P. and its affiliates.					

#### **GPA Calculator**

- Term GPA needed to achieve honors
- Term GPA needed to get off academic probation!
- GPA in specific courses needed to achieve major GPA > 2.0

#### GPA needed for Summa Cum Laude!







Recalculate

#### Grades Needed To Get Off Probation



#### Grades Needed To Get Off Probation



Current GPA Credits Earned So Far

**GPA** Calc

1.89 15

Class	Credits	(	Grade
General Bio II	4	3.0	3.00
General Chem II	4	2.5	2.50
Precalculus	3	3.0	3.00
COTA	3	4.0	4.00

Calculated GPA

By achieving the grades listed here, your GPA at the end of the term will be 2.46

Recalculate



#### Benefits Using Notes in DegreeWorks

- Easy to keep track of advising notes
- Good portfolio evidence of advising process!
- Students cannot view notes by default, but you can show them the notes when they are in for advising
- Paperless
- Allows seamless transition from old advisor to new advisor
- Especially beneficial if student changes departments
- Notes can be viewed / added by other faculty, chairs, deans, registrar
- Eventually notes will transfer between SSC and DegreeWorks automatically

# Notes

rksheets	otes GPA	Calc		
w Notes >	7.1			
Note				
tify Notes	<b>View Note</b>	us .		
ete Notes	Internal	Note Text	Created By	Create Date
	✓	needs 30 credits to get to 120 credits, but has a lot of requirements left. We made a 2 semester plan of study: Spring 2019 - Organic II, General Anal Chem, COTA & Physics (15 credits) & Fall 2019 - Physics II, Bio Chem, Bio Capstone & GDC / 3 credit course (14 credits). She will need 1 more credit to get to 120. She already had an ASL course from MWCC; I asked her to visit the Registrar's Office to see if this will count as ASL 1000 and GDC. Sarah will email me when she gets a response.	O'Connor, Aisling M	10/18/2018
	✓	came by again to work on her schedule; she has decided against the dual major so we made a plan based on completing the BIOL major and CHEM minor. We selected a BIOL elective (Got Milk, Topics course) for Summer I 2018. We also worked on a 3 semester plan as follows: Fall 18 - OC 1, Env. Chem., Cell Bio. and Applied Stats. Spring 19 - OC 2, Analytical Chem., Physics 1 and GDC Fall 19 - Physics 2, Capstone Bio, Biochem, Bio elective & GDAN	O'Connor, Aisling M	03/27/2018
	1	chemistry major. She had 3 semesters (47 credits) left, and adding the dual major would add another semester to this. We selected the following courses for fall 2018: Organic Chem I, Biochem, Env. Chem and Calculus I. This would keep all options open for Sarah. When she left, I realized she cannot take Biochem. as Organic Chem. I is a prereq. I emailed Sarah asking her to take a biology elective of her choice instead.	O'Connor, Aisling M	03/20/2018
	1	came by for advising. We agreed upon World Lit (LIT & GDAN), Genetics, Neuroscience and Gen. Chem II for Spring. She is interested in a career in the medical field and is volunteering at Emerson Hospital. We discussed the possibility of becoming an EMT. She is interested in the Chem minor. We planned on doing a 3/4 semester plan of study when we meet for advising in Spring 2018 (graduation Fall 2019?)	O'Connor, Aisling M	10/11/2017
	1	and I discussed her fall schedule and agreed on the following courses: General Chemistry I, Ecology, US History II and Literature for Young Adults. Sarah has a hold on her account due to singing up for Writing II through GCE (online) by mistake. She thought the course was part of the day program. I spoke to a lady in GCE who advised me to have Sarah submit a Student Petition regarding this. I printed off the Petition form and advised Sarah how to proceed. She expressed an interest in studying abroad so I gave her the location of the International Office and recommend she stop by to talk to Tracy.	O'Connor, Aisling M	03/22/2017
	1	Not signed up for CHEM; EXSS and PSY are not the appropriate courses. Has e-mailed to see me for modifying the schedule.	Govindan, Meledath	08/24/2016