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My Degree User Manual for Advisors

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What is My Degree at UC Davis?

Purpose and Benefits

My Degree at UC Davis is online degree audit software powered by Ellucian Degree Works and maintained by the Office of the University Registrar. My Degree is an easy-to-use set of academic tracking and planning tools designed to help students and advisors work together to plan for academic success and timely graduation.

For students, My Degree:

- Provides real-time academic guidance based on the student's individualized academic history.
- Speeds time to graduation and streamlines the graduation process.
- Provides interactive degree planning and what-if features.
- Facilitates access to multiple academic services.

For advisors, My Degree:

- Supports real-time delivery of academic advice through an intuitive web interface.
- Minimizes errors through consistent degree plans.
- Supports timely degree certification.
- Reduces paperwork by minimizing the need for manual program check sheets.
- Supports and monitors unique program changes.

Contact us at mydegree@ucdavis.edu.

Logging In

My Degree has a production site (active student data and records) and a test site (non-active student data and records used to do testing and practice). Any changes or additions made to records on the production site will be viewable by the student and become part of the student's live audit. The test site is for training and for advisors to be able to test the functionality of the system. The My Degree link in OASIS directs you to the production site, but you may also log into the system directly.

Production Site: mydegree.ucdavis.edu

Test Site: mydegree-test.ucdavis.edu

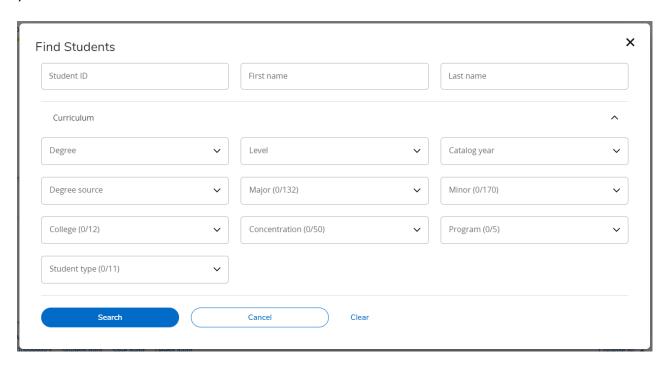
Finding Student Records

Using Advanced Search to identify records based upon user defined criteria

Non-student My Degree users are able to search for groups of students based on multiple criterion associated with student records. This guide helps you understand how to perform a search, what each criterion means, and the values available for each.

Opening an Advanced Search Window

- Below the Student ID field, the text stating "Advanced search" is a hyperlink.
- Select the "Advanced search" hyperlink. This opens a new Find Students window where you can perform your student records search.



Searching by Name or Student ID

- In the Find Students window, there are options you can select to find the student types you want. Leaving a criterion blank means the search does not use that value.
 - At the top, there are fillable fields for Student ID, First Name, and Last Name used to locate a specific student.
 - o Entering any of these values and selecting Search or Enter searches the database for that student.

Selecting a Population of Students

- Users can search for student populations based on many different factors.
 - Degree: type of degree student is seeking.
 - Level: type of student.
 - Catalog Year: student's currently defined catalog based upon entry.
 - Degree Source: select current or prospective students.
 - Major: student's currently defined major(s).
 - Minor: student's currently defined minor(s).
 - College: college(s) a student's major(s) is in.
 - o Concentration: student's major concentration(s) as declared in Banner.
 - Program: special program.

- Student Type: student's university status.
- Search any combination of the above criteria to identify a student population.
 - To select a value, select the down arrow on the right side of the bar for a category. A drop down
 menu will appear and you can select the desired value. Some options allow you to select multiple
 criterion and those will have check boxes to the left of each criterion.
 - Users must not select conflicting values for criterion that would lead to zero students for that search. For example, it is possible to select a BS Degree and a major that is only offered as an AB; this will return zero results.
 - Selecting Search will return a student population that matches your criteria in the Student Search area below.
 - To return to the audit system with a population of students, select the check box for all the desired students, and then select "OK."

Pulling New Data from Banner

Downloading updated student record information on a single file

My Degree imports new student data every night. The system looks for any changes to a student's record from the day before, such as newly released grades, newly added or dropped courses, changes or additions of majors, etc. The student's record in My Degree is kept up-to-date by this download. An advisor may need to update the student's My Degree information from Banner when changes to a student's record occur after the nightly download.

- 1. Navigate to the audit for the student you want to update.
- 2. Select the "Refresh this student's data from you student system" button (two gray semicircular arrows icon under the "Worksheets" header.)
 - a. When the refresh is complete, a notification stating "Data changes were refreshed and a new audit was generated" will display.
 - b. Select the "x" to close the notification.

Processing an Audit

Running a student's course history against their requirements

My Degree creates a degree audit by taking a student's course history and compares it to the requirements for any majors, minors, colleges, and university requirements pursued by a specific student. Students and advisors share the Student View of the audit. The audit provides an estimate of how much progress the student has made towards completing their degree, as well as showing what courses and requirements they still need to meet in order to graduate.

Select the Student

- Navigate to a student's degree audit through the "My Degree" link in their OASIS record, or look them up directly in the "Find Students" function of My Degree.
 - For detailed instructions on how to use the "Find Students" function, see the "Finding Student Records" guide.

The Audit

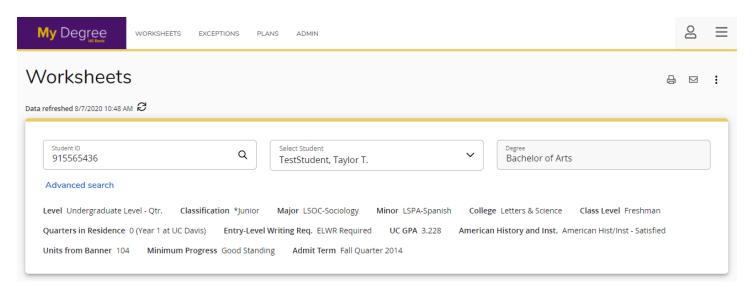
- After selecting a student, My Degree displays the Student View of the degree audit. The auditor
 does not automatically process, so users will decide if they would like to process the audit
 against the student record in Banner.
 - The date of the most recent audit information is located above the "University Requirements" block.

Processing an Audit

- If it is possible that a student's Banner record has changed since the Audit Date, select "Process" to generate an updated audit.
 - Changes to the Banner record can include, but are not limited to: final grades, changes to registration, change of major, change of college, change of catalog, newly declared majors or minors, retroactive actions, etc.
- After selecting Process, the audit will disappear and a spinning icon will display as the audit refreshes.
 - The Audit Date date will change to the current time and date.

Reading an Audit

Links, Headers, and Worksheets



Links

- Worksheets: Opens the degree audit
- Exceptions: Opens exceptions entry screen
- Plans: Opens the academic plans module

Header

The header summarizes the student's personal information and curriculum. Note that My Degree uses the Preferred Name, not the Legal First Name.

Worksheets

- a. : The printer icon allows you to print the audit. You may also save this printer-friendly version as a PDF.
- b. : The envelope icon initiates an e-mail to the currently selected student.
- c. : The three vertical dot icon opens options to make Notes, see the Class History, and use the GPA Calculator.
- d. Format
 - i. Student View: The default view. It provides general information about your completed and remaining degree requirements, grouped into logical sections or blocks.
 - ii. Graduation Checklist: A condensed version on the Student View.
 - iii. Registration Checklist: Only lists requirements still required.
- e. Process: Allows you to process an audit to pull in updated information.
- f. Include in-progress/preregistered classes: Unchecking these boxes removes in-progress and preregistered classes from the audit.

Degree Progress

Degree progress



The Degree Progress area estimates the student's degree completion percentage and lists the current overall GPA.

Degree Requirement Blocks and Legend

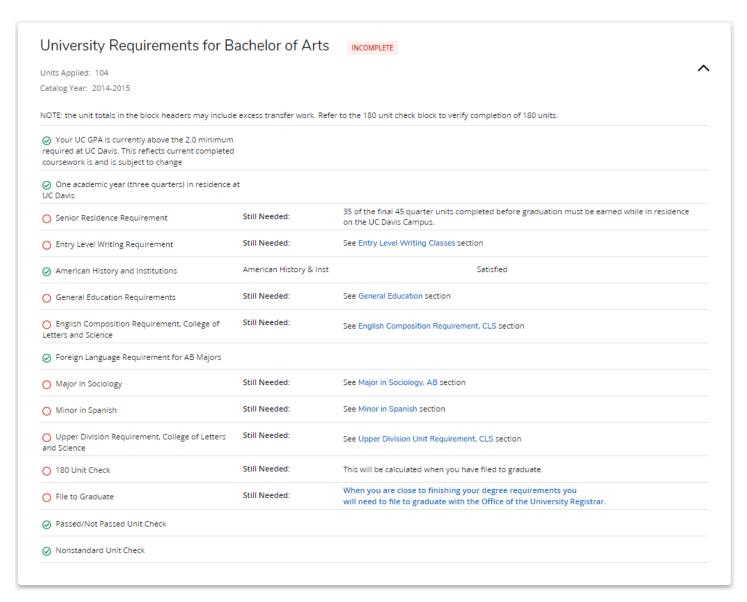
Blocks: Overview

The blocks in the Student View audit displays all applicable requirements for the student's degree: University, General Education, School/College, declared area(s)/majors(s), minor(s), etc. In the block header, the **Catalog Year** displays. This view also displays information on what courses will meet unfulfilled requirements. Select the "See…section" link to jump to that area of the Student View audit.

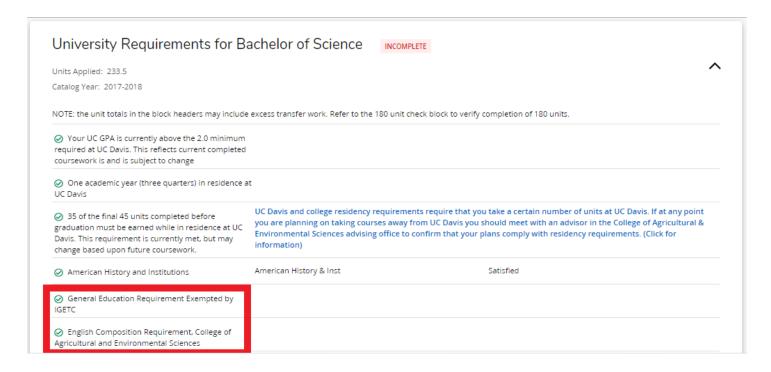
University Requirements Block:

Displays all of the blocks that are required to complete a degree.

- Checks for 180 units: Displays a total of current and needed units.
- Checks for the minimum GPA requirement.
- Senior residency begins checking that 35 of the last 45 units taken are in residency once they reach senior standing.
- Checks for Entry-Level Writing requirement.
- Checks for American History and Institutions requirement.
- Remaining requirements: GEs, Major, Minor, Upper Division, 180 Unit Check, Passed/Not Passed Unit
 Check, and Nonstandard Unit Check call out the subsequent blocks. Scrolling down the audit or by select
 the link following the Still Needed portion to reach these blocks. These requirements do not check off in
 the University Block until all the requirements in their detailed block are complete.
- Reminder to file to graduate when degree requirements are met; a student is not 100% complete until
 they file to graduate.

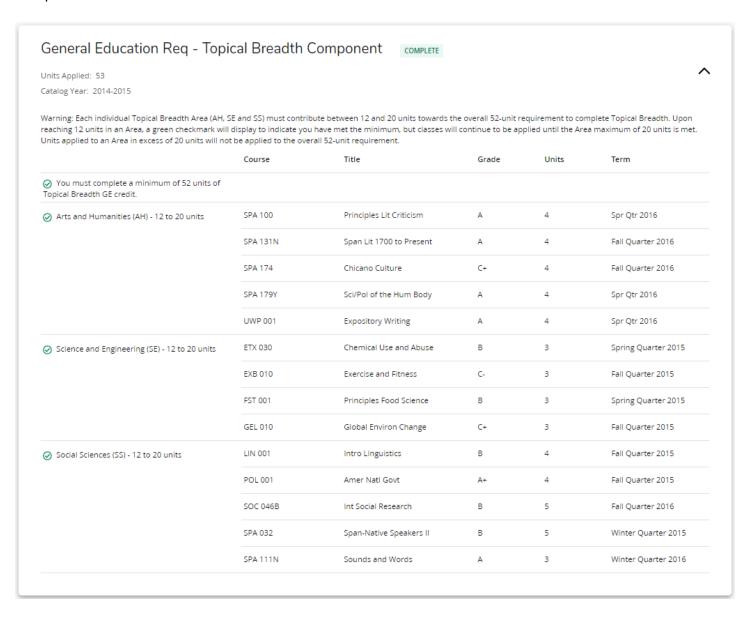


Note: If a student has fulfilled their Topical Breadth and Core Literacies requirement via IGETC, the General Education and Foreign Language Requirement displays "Exempted by IGETC" and those blocks do not appear in the audit.

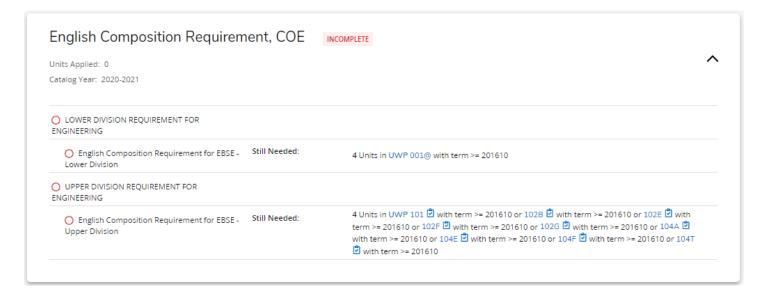


General Education Blocks:

Displays all of the general education group requirements for a degree. To avoid unnecessary courses, students should select courses for these blocks in conjunction with additional School/College requirements and in consultation with their advisor. There are three blocks: Topical Breadth, Core Literacy, and English Composition.

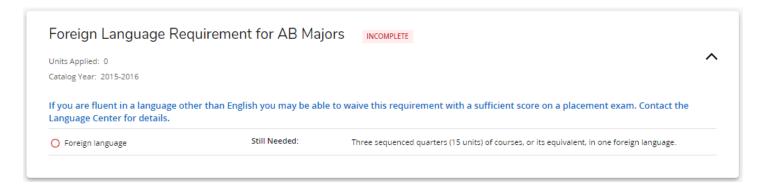


Inits Applied: 28							
atalog Year: 2014-2015							
Class Search Tool							
	Course	Title	Grade	Units	Term		
Literacy with Words and Images	Still Needed:	You must complete the follow	ing:				
	Courses may only fulfill GE Writing credit if completed after satisfaction of the Entry-Level Writing Requirement. Students may take 6 units of Writing Experience (WE) and 3 units of Oral Literacy (OL) or they may substitute an additional 3 units of Writing Experience (WE) for Oral Literacy (OL)						
O GE Writing Experience (WE)	You must satisfy the Entry-Level Writing Requirement to receive credit in GE Writing.						
	CHI 010	Intro Chicana/o Studies	A+	4	Winter Quarter 2016		
	AAS 016	AFRICAN VERBAL ARTS	B+	4	Fall Quarter 2014		
☑ Civic and Cultural Literacy							
American Cultures, Governance and History (ACGH) and Domestic Diversity (DD)	POL 001	Amer Nati Govt	A+	4	Fall Quarter 2015		
	SPA 174	Chicano Culture	C+	4	Fall Quarter 2016		
	COM 003	Major Bks Mod Crisis	С	4	Spring Quarter 2015		
Quantitative Literacy (QL)	SOC 046B	Int Social Research	В	5	Fall Quarter 2016		
Scientific Literacy (SL)	EXB 010	Exercise and Fitness	C-	3	Fall Quarter 2015		



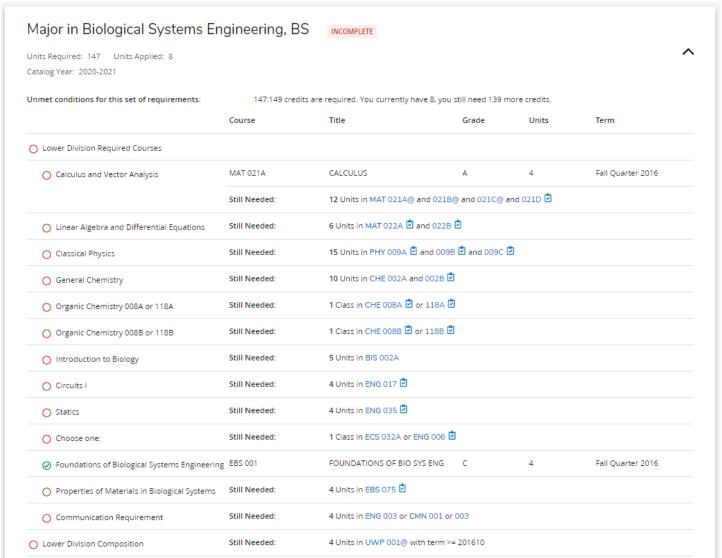
School/College Specific Blocks:

These block(s) include courses that are specifically required for certain Colleges/Degrees and displays in the body of the audit underneath the General Education Requirement blocks. The example below shows the Foreign Language Requirement for AB Majors.



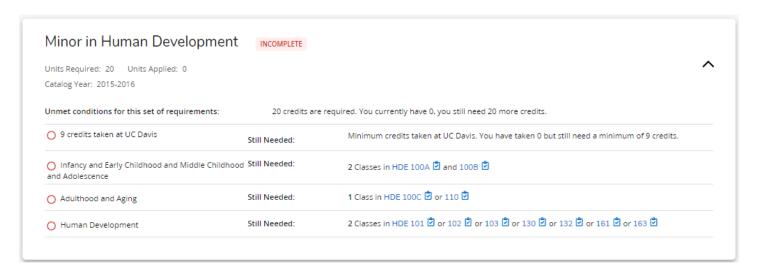
Major(s) Blocks:

Lists courses required to complete the major(s).



Minor(s) Blocks:

Lists courses required to complete the minor(s).



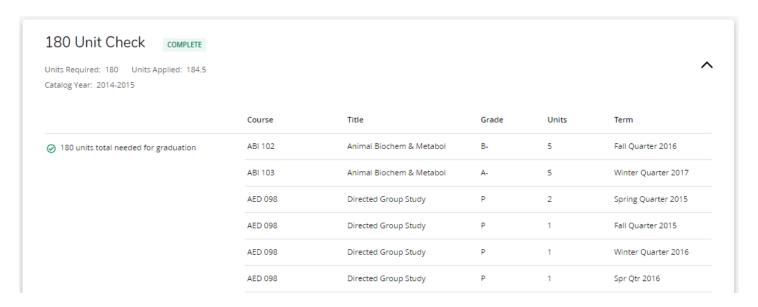
Upper Division Requirement Block:

Lists courses used to fulfil the college specific upper division course-work requirement.

Upper Division Unit Requirement, CLS INCOMPLETE								
Units Applied: 25					^			
Catalog Year: 2014-2015								
192 classes taken before you have upper division standing are excluded.								
	Course	Title	Grade	Units	Term			
27 units in upper-division coursework taken at UC Davis	SOC 198	Directed Gp Study	Р	2	Winter Quarter 2016			
	SPA 100	Principles Lit Criticism	Α	4	Spr Qtr 2016			
	SPA 111N	Sounds and Words	А	3	Winter Quarter 2016			
	SPA 131N	Span Lit 1700 to Present	А	4	Fall Quarter 2016			
	SPA 174	Chicano Culture	C+	4	Fall Quarter 2016			
	SPA 179Y	Sci/Pol of the Hum Body	А	4	Spr Qtr 2016			
	Still Needed:	A minimum of 27 upper-division units must be taken at UC Davis. You currently have 21 units, you still need 6 more units.						
64 total units of upper-division Work.	CHI 130	US Mex Bord Rel	A+	4	Fall Quarter 2016			
	SOC 198	Directed Gp Study	Р	2	Winter Quarter 2016			
	SPA 100	Principles Lit Criticism	А	4	Spr Qtr 2016			
	SPA 111N	Sounds and Words	А	3	Winter Quarter 2016			
	SPA 131N	Span Lit 1700 to Present	А	4	Fall Quarter 2016			
	SPA 174	Chicano Culture	C+	4	Fall Quarter 2016			
	SPA 179Y	Sci/Pol of the Hum Body	А	4	Spr Qtr 2016			
	Still Needed:	A minimum of 64 upper-divisio need 39 more units.	A minimum of 64 upper-division units must be completed. You currently have 25 units, you still need 39 more units.					

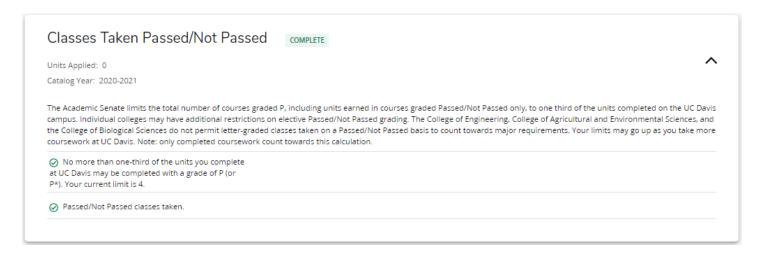
180-Unit Check:

Once the student reaches senior status, the 180-unit check begins listing the 180 units used to count towards the 180-unit requirement.



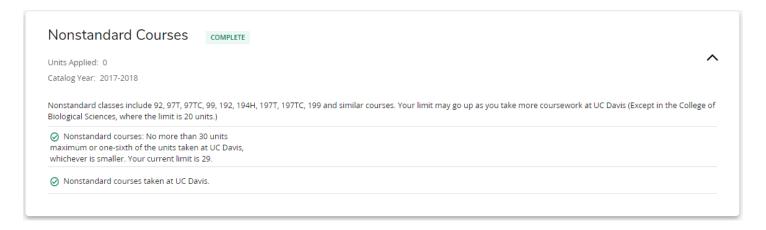
Classes Taken Passed/Not Passed

This block will count the courses taken on a Pass/Not Pass basis, calculating the limit based upon the student's current number of completed units.



Nonstandard Courses

This block will count the number of nonstandard courses, calculating the limit based upon the student's current number of completed units.



Optional Blocks

<u>Unapplied Courses:</u> Courses that count towards the total required number of units, but do not fill a specific degree requirement.

<u>Insufficient:</u> Courses that include any withdrawn courses, courses that did not meet the grade requirement, and failed courses.

<u>In-Progress</u>: Courses with current registration. They group together by registration term.

<u>Not Counted:</u> Courses that exceed either the number of allowed repeats or are developmental in nature and do not bear credit towards graduation.

Note: These blocks will not always appear within the audit for every student. They only display if the student has courses that meet the parameters for each individual block. For example, if the student had no courses that qualified as insufficient, the "Insufficient" block would not appear on their audit.

Legend:



- **Complete**: Oisplays beside all completed requirements within the audit. The row displays the course(s) that fulfilled the requirement along with the grade and completion term of the course.
- **Not Complete**: Odisplays beside all uncompleted requirements within the audit. The row displays the course(s) that completes the requirement.
- Complete Except for Classes In-Progress: displays for requirements where the student enrolled in the course(s) needed to fulfill the requirement. The row displays the course that will fulfill the requirement once completed, along with the grade "RE," and the term that they are registered for the course.
- Nearly Complete See Advisor: ① displays when requirements are almost complete, but there is a component of the requirement left unmet. For example, if for example if a student were to complete the minimum 12 units in each of the Topical Breadth categories but still had not reached 52 units overall.
- **Prerequisite**: Indicates that a prerequisite course or courses are required to take enroll in this course.
- Any Course Number: [@] displays as a My Degree wildcard that represents all fields of study when it is a prefix. It represent all course numbers when it follows the field of study. For example, PHY 1@ means any upper division Physics course.

Double (or Multiple) Majors

Double (or Multiple) Degrees on the Same Audit:

- BAS degrees- This degree type is unique to College of Letters and Science. BAS degrees apply to students who
 are pursuing a BS in one L&S major and an AB in another L&S major. These students will have multiple major
 blocks posted on the same audit.
- Two (or more) AB degrees/two (or more) BS degrees- Students with multiple majors with the same degree type will have multiple major blocks posted on the same audit. If the degrees are in different colleges, the student will also have multiple English Composition and Upper Division Requirement Blocks (one for each college they have a major in) since each college has unique rules for meeting these requirements.

Double (or Multiple) Degrees on Separate Audits:

Cross college, double majors who are pursuing different types of degrees (BS + AB) will have two different audits (one for each degree type). If the student has the Cross College Alert but only one college and one major listed in the Student Information Block, the student has a second major in another college with a different degree type. To see the other degree audit, go to the Header of the audit and change the Degree selector to the other degree type and the second audit will load.

Sharing Block:

Audits that have double or multiple majors contained in the same audit (BAS, BS + BS, AB + AB) will also have a Sharing Block located under the 180 Unit Check Block. The Sharing Block allows advisors to control the classes shared between the majors and monitor that the shared classes do not exceed amount of units allowed to share amongst the majors. To designate a class as shared, the advisor needs to do an Apply Here exception the Shared Classes Block of the course they want to overlap between the two majors.

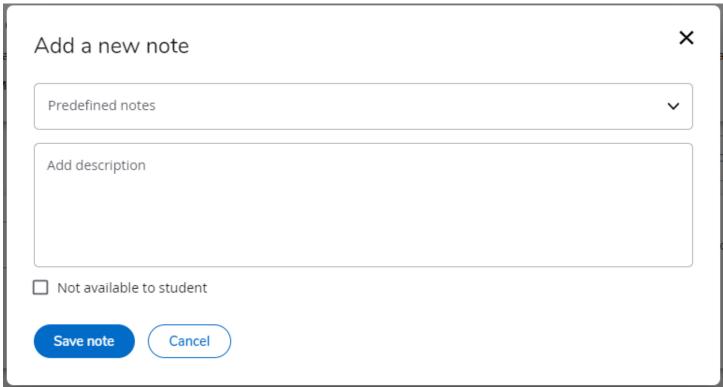


Note: Since cross college, double majors who are pursuing different types of degrees (BS + AB) have two different audits, they do not have a Sharing Block. Calculation of the overlapping units for these students is manual or done via reporting.

Notes

Predefined and Custom Notes Added to a Student's Record





Select pre-defined notes from the dropdown list or create a custom note.

- Enter text in the field to create custom notes.
- Chose predefined notes from the drop down list.
 - When selected, a pre-defined note populates the text box. Add additional details if desired.
- Carefully review the text you enter. Notes cannot be edited or deleted once saved to a student's record.
- Once you have completed your note, select "Save Note."

Note: Under FERPA guidelines, ALL advising notes are part of a student's educational record and students can access them. FERPA guidelines also allow any advisor, with legitimate reason, to view a student's educational record without permission of the student.

Exceptions

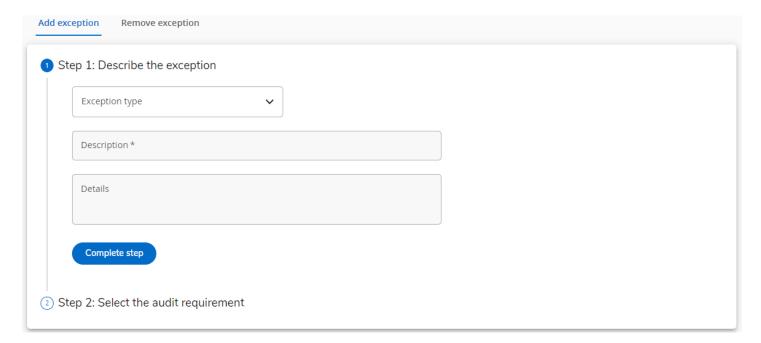
Modifying the degree requirements for a specific student's degree audit

Exception Overview:

- My Degree gives advisors and others in your department access to modify the degree requirements for a specific to student's degree audit.
- Be aware that this **does not** change any policy or procedure that is already in place; you still need to get the appropriate approval for changes.

To obtain exception-making privileges:

- Successfully complete FERPA training.
- Attend the "My Degree: Onboarding and Creating Exceptions" class offered through the Office of the University Registrar.
- Receive approval from the Dean's Office associated with your program.



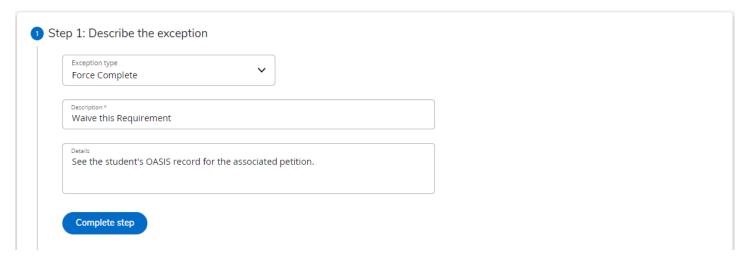
Exception Types:

FORCE COMPLETE

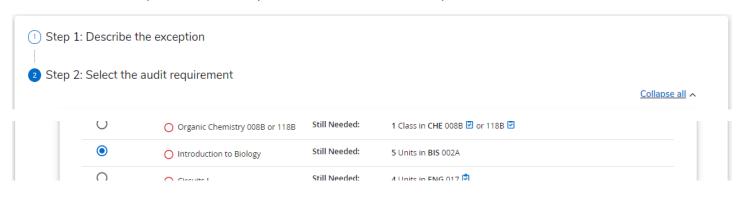
Purpose: To waive a requirement.

Application:

- 1. Select the Force Complete exception type
- 2. Enter a description for the exception.
- 3. Enter any optional additional details about the exception
- 4. Select "Complete Step"



5. Select the requirement which you would like to Force Complete



6. Select "Add Exception"

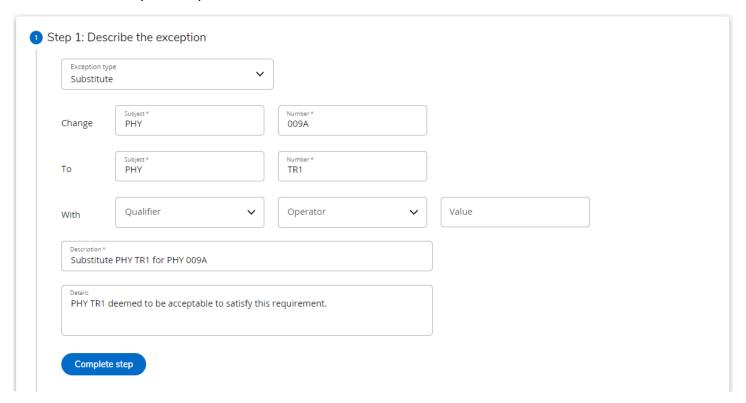


SUBSTITUTE

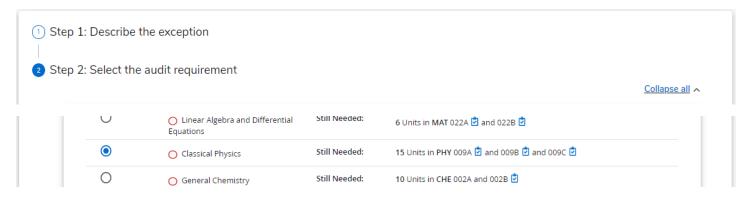
<u>Purpose:</u> To replace the course needed to complete a requirement with a different course while removing the original course as an option for completing the requirement.

Application:

- 1. Select the Substitute exception type
- 2. Enter the course to be removed from the requirement in the Change Subject and Number fields
- 3. Enter the course to be substituted into the requirement in the To Subject and Number fields
- 4. Enter a description for the exception.
- 5. Enter any optional additional details about the exception
- 6. Select "Complete Step"



7. Select the requirement which you would like to Force Complete



8. Select "Add Exception"

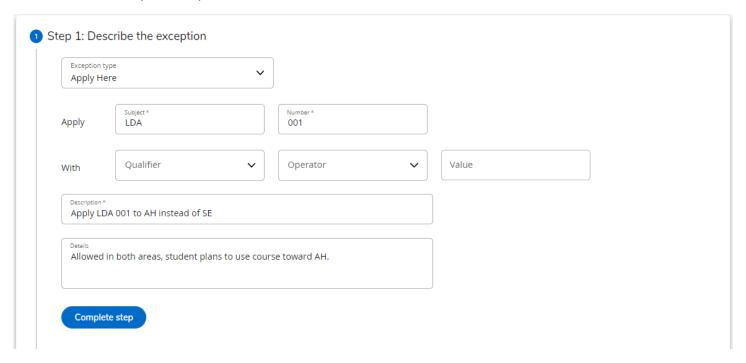


APPLY HERE

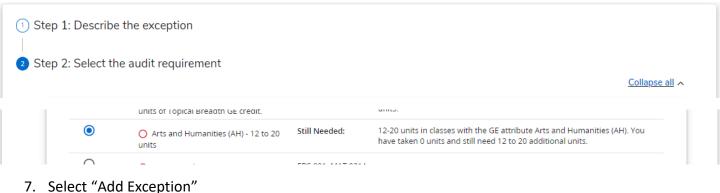
Purpose: To apply a specific course to a requirement, overriding the system's best fit determination.

Application:

- 1. Select the Apply Here exception type
- 2. Enter the course to be applied into the requirement in the Apply Subject and Number fields
- 3. Enter a description for the exception.
- 4. Enter any optional additional details about the exception
- 5. Select "Complete Step"



6. Select the requirement to which you would like the course applied



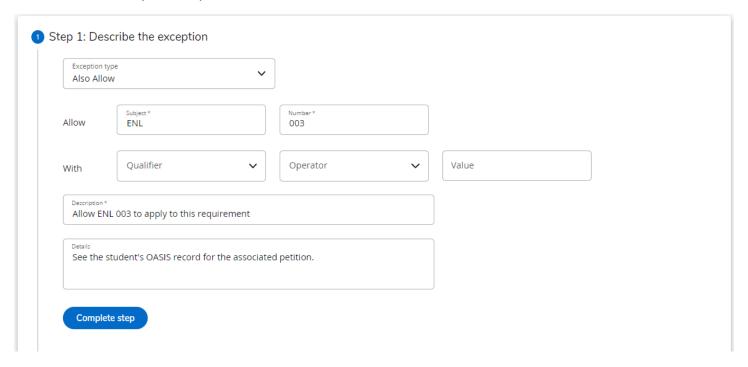


ALSO ALLOW

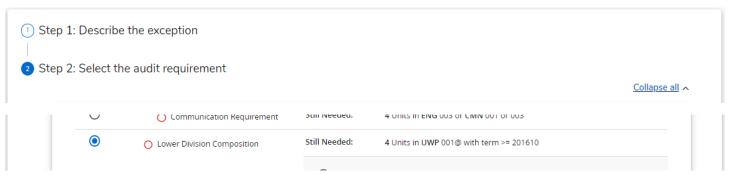
<u>Purpose:</u> To allow the audit to apply a course to a requirement, other than those approved in the curriculum. This will not over the system's best fit determination.

Application:

- 1. Select the Also Allow exception type
- 2. Enter the course to be allowed into the requirement in the Allow Subject and Number fields
- 3. Enter a description for the exception.
- 4. Enter any optional additional details about the exception
- 5. Select "Complete Step"



6. Select the requirement to which you would like the course applied



7. Select "Add Exception"

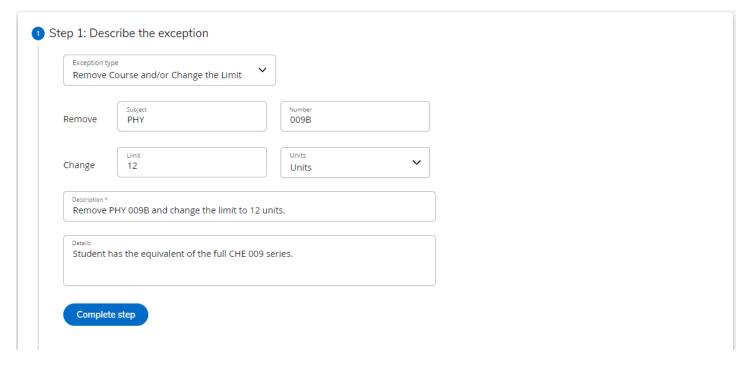


REMOVE COURSE AND/OR CHANGE THE LIMIT

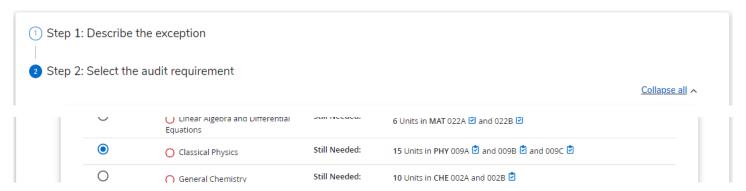
<u>Purpose:</u> To remove a course from the list of courses that may be applied towards a requirement and/or to change the number of classes or units needed to satisfy a specific requirement. The components of this exception may be used together to both remove a course and change the limit on the same requirement, or the components may be used individually to either remove a course or change the limit on a requirement.

Application:

- 1. Select the Remove Course and/or Change the Limit exception type
- 2. Enter the course to be removed from the requirement in the Remove Subject and Number fields
- 3. Enter the new number of units or classes for the requirement in the Limit field and select the corresponding Units or Classes qualifier.
- 4. Enter a description for the exception.
- 5. Enter any optional additional details about the exception
- 6. Select "Complete Step"



7. Select the requirement which you would like to Force Complete



8. Select "Add Exception"



Removing an Exception

- Select the Remove exception tab
- Select the trash can icon $\widehat{\mathbb{H}}$ for the requirement to be deleted.



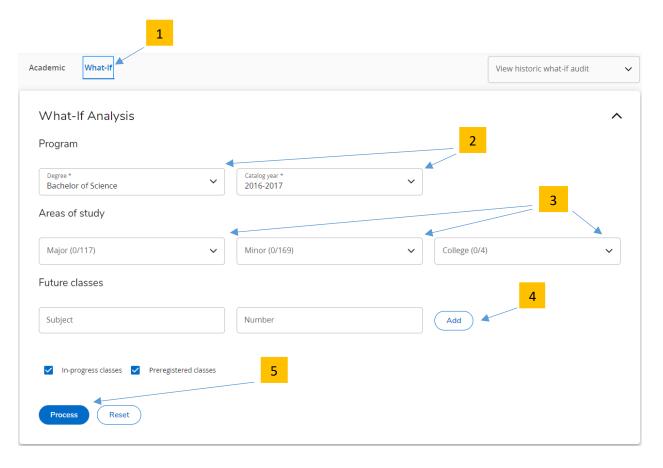
What If

Project a student's record into alternate majors, minors, catalog years, etc.

Degree audits include the criteria declared on the student record. The What-If feature runs a degree audit based on manually selected criteria and applies the course work that the student has taken and/or future coursework to these criteria. This is particularly useful if a student is considering a minor, second major, change of major, or change of catalog year.

To use What-If:

- 1. Select What-If tab
- 2. Program Under the Program header, select the type of Degree and the Catalog Year
- 3. Areas of Study Under the Areas of Study header, select desired Major(s) and/or Minor(s) from the drop down menus, as well as the respective College(s) for the Major(s)
- 4. **Future Classes** Enter planned courses to see where those are placed on the What-If audit. To see future classes for the current major(s) and/or minor(s), select the current degree criteria. Please note that the course number must include any leading zeroes (ex: "PSC 001" instead of "PSC 1")
- 5. Once satisfied with the What-If scenario, select **Process**. A new What-If audit will be displayed, which applies the student's class history to the selected curriculum.



Contact Us

Questions, Comments, Issues?

If you have any questions, comments or encounter any problems with the My Degree at UC Davis system, contact the My Degree team in the Office of the University Registrar at mydegree@ucdavis.edu.