DEGREE WORKS USER'S GUIDE

Office of the Registrar Edition

Missouri State University
For Degree Works Version 5.1.6 SP2-Revised February 2026

Office of the Registrar
Registrar@missouristate.edu

Contents

Degree Works 5.1.6 User's Guide- Registrar Edition

Degree Works is the software solution used by the University for degree auditing (what classes to take) and course planning (when to take these classes). This user's guide will assist the user in performing the basic functions associated with their role using this software. For additional resources related to Degree Works including user documentation, updates, and an FAQ, please visit the University's Degree Works homepage at https://www.missouristate.edu/registrar/degreeworks.htm.

Section 1: How To Use The Degree Audit

Degree Audit Access Locations

Students
Location: My Missouri State>Degree Audit and SEP card
Audits accessed from this card will default to the audit of the specific user.

Advisors
Location: My Missouri State>Degree Works card
Audits accessed from this card will default as a blank search for the user to do a student lookup.

Registrar Direct Link
https://degreeworks.missouristate.edu/mobile
This link is used by Office of the Registrar staff who need to access the system when campus access has been restricted, which is typically during end-of-term processing.

Degree Audit Opening Navigation

Students will go directly to their degree audit. Advisors who start from the Degree Works card will go to the below landing page labeled Degree Audit. From this screen, advisors can either enter the student's BearPass number directly in the Student ID box or can click on the Advanced Search link below the Student ID box to search for students by a variety of filters.
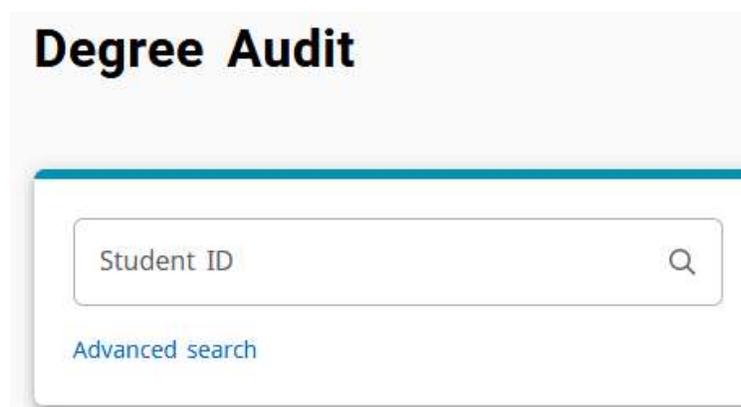
Degree Audit

Student ID 🔍

Advanced search

In the Advanced Search, users can search for students using filters such as name, program, major, minor, college, degree, level, and classification. To use this feature, you click in the corresponding filter box, click the value(s) you wish to select within the respective filter box, and scroll down to the bottom of the Find Students box to click the "Search" box.

Degree Audit Top Audit Functionality

The last date and time that the audit was refreshed can be found in the upper left on top of the first block. Registrar users will have a refresh icon to prompt a data refresh. Other users will not.

On the right side (across from the data refreshed information), you will find a printer icon, contact icon, and ellipse icon.

Print Icon (Printing an Audit/Saving Audit as PDF)

The print icon is what allows you to print and/or save the audit as a .pdf. The only way to reliably print a degree audit is to print it from .pdf view. To do so, click the printer icon. This will open a Choose Dimensions selection box. The default is "Letter-Portrait (8.5 x 11 in)", but other options are available. Select your preferred .pdf dimensions and click "Open PDF."

Choose dimensions   ✕

Select dimensions for PDF

```
PDF dimensions *
Letter - Portrait (8.5 x 11 in)                          ⌄
```

CANCEL   **OPEN PDF**

The PDF version of the degree audit has a slightly different format than the web version but contains the same graduation requirements. To print it, click the print icon, which is typically found in the upper-right portion of the browser window, and then select your desired physical printer. To save the PDF, instead of selecting a physical printer, select Microsoft Print to PDF or Save to PDF as your browser allows, and save the document to your desired location.
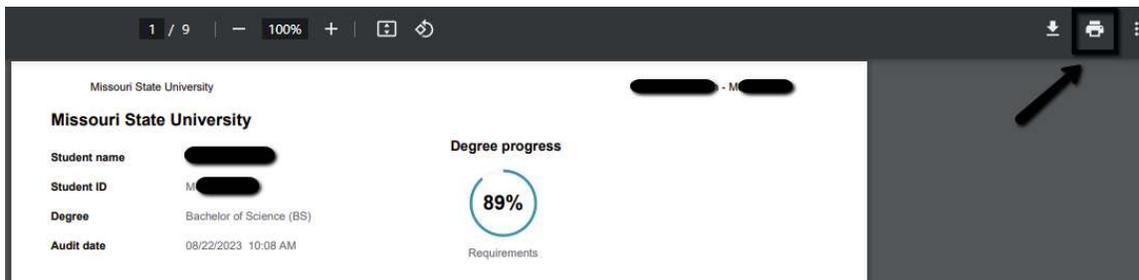
Contact (or Email) Icon

The email icon allows a student to email their academic advisors. The contact icon allows a Registrar, Department Head, or Advisor level user to email the student or the student's advisors. After clicking the contact icon, it will open a Contact box that shows the corresponding contact information. NOTE: The advisor information displayed is for the most futuristic advisor record found in Banner, which is not necessarily the current semester if the student has a different future advisor assignment.

Ellipse Icon

The ellipse icon allows the user to view the student's class history. This is like an unofficial transcript and does includes term and combined cumulative GPA information. However, unlike an unofficial transcript, it does not display repeat codes or MSU cumulative GPA information. It is a chronological list of coursework completed by the student. It will only display coursework that matches the level of the audit, so as an example, only undergraduate coursework would show on a class history accessed from an undergraduate audit. Graduate coursework would not. The reverse would be true when accessed from a graduate audit.

Information Block Display

In the first block, you will find the student's BearPass number and name. The Degree drop-down box is where you can toggle between degrees and certificates if the student is working on more than one degree and/or certificate.

The student's curriculum information, level, classification, sport for student athletes, current semester advisor assignment, and chosen first name are found in the upper block as well. For the sport, this will only be visible if the student is a student-athlete. Otherwise, the sport field will not display. If the student has no chosen first name, the legal first name will be displayed.

For advisor, each advisor will appear with the advisor type in parenthesis following the advisor's name. There will be an asterisk beside the primary advisor. The advisor types you may see are as follows:

Advisor Types	
Accelerated Graduate (ACCL)	Success Coach-Athletics (SCSA)
Athletic Counselor (ATHL)	Success Coach-Bears Lead (SCSB)
Bear POWER Program (BPWR)	Success Coach-Grant (SCSG)
Certificate (CERT)	Success Coach (SCSN)
Honors College (HNRS)	Secondary Other (SECN)
International Services (INTL)	Career Specialist (SPEC)
Major (MAJR)	Access and Success Programs (SSMC)
Minor (MINR)	Veteran Student Services (VETN)
Pre-College High School (PCHS)	

Additionally, MSU and combined cumulative GPAs are displayed here as well as any holds the student may have. If the student has no applicable hold, the holds field will not display.

Above the next block is where you pick the type of audit you wish to run. Academic is the primary audit. The other choice is What-If, which is a prospective audit for a different program or degree. In the second block, you will find the Format drop-down, where you can select the audit view you wish to use. The Student View is the default view used by students and advisors. The Registrar Report view is like the Student View but also shows the Scribe programming behind the audit. The other views here are rarely used. As you move to the right, you will find the degree progress wheel. This shows the students' progress towards checking off all the requirement boxes on the degree audit. This is not the number the credits completed towards graduation.

Continuing to the right, you will find the in-progress (or current semester) and pre-registered (or future semesters for which the student is registered) checkboxes. These are checked by default but can be unchecked if the user wishes to run an audit excluding these courses. In-progress courses will display a "RG" grade and pre-registered courses will display a "PR" grade until an official grade is assigned.

To the right of these checkboxes is the "Process" button. This is the button clicked when the user wishes to run a new degree audit.

Just below this block is the date and time of the currently displayed degree audit. The audit checks each evening to see if the student had a grade, registration, or test score change. If any changes are found, a new degree audit will be generated. Otherwise, the audit can be manually updated using the "Process" button described above.

There is an additional menu below the Audit Date line. The first link is the Diagnostics link, which helps Registrar staff in seeing the logic that the auditor is using to assign courses. The second link is the Student Data link, which helps Registrar staff in seeing course characteristic data assigned in the audit functions. The third link is the Save Audit link, which allows Registrar staff to save a specific audit if needed. The fourth and final link is the Delete Audit link, which allows Registrar staff to delete a specific audit if desired. These are rarely used.

Degree Audit Legend
The Degree Works symbol legend can be found at the end of the degree audit. So, while this is presented out of order compared to the flow of the audit, it's important to understand the symbols used before going into the degree audit requirements.

- Complete (green circle with a checkmark)-Requirement is met.
- Not complete (open red circle)-Requirement is not met.
- Complete except for classes in-progress (half-filled blue circle)-Requirement being met with current, future, or incomplete classes.
- Unmet block or requirement rule (yellow circle with exclamation mark)-Requirement is not satisfied but there are no specific classes assigned to address it such as a GPA issue or the block containing a minimum number of credits that meets a specific criterion programmed as a block qualifier.

- Any course number (@)-Wildcard to represent any missing applicable number. For example, HST @ means any HST course. SPN 5@ means any 500 level SPN courses.
- Repeated class (R)-Found in the Audited, Failed, Dropped, Repeated section on classes that have been excluded due to being assigned a repeat code.
- While not formally found on the legend, transfer grades are indicated with a "T" in front of them. Additionally, transfer course listings include originating institution, course number, and course title.
- Additionally, at the overall block level, the "Complete" symbol is replaced by the word "Complete" in a green box, the "Complete except for classes in-progress" symbol is replaced by the word "In-Progress" in a blue box, the "Not Complete" symbol is replaced by the word "Incomplete" in a red box, and the "Unmet block or requirement rule" symbol is replaced by the words "Unmet block or requirement rule" in a yellow box.

COMPLETE | IN-PROGRESS | INCOMPLETE | UNMET BLOCK OR REQUIREMENT RULE

Degree Audit Block Structure and Type

There are several types of blocks. Each block will display the catalog year it is operating from just below the block title. The completion status of the block is displayed to the right of the block title as incomplete (red text), in-progress (blue text), complete (green text), or unmet rule (yellow text).

General Education Requirements IN-PROGRESS

Catalog year: Spring 2021

Your general education GPA is 3.87.

- Degree block-This is the requirement that monitors everything needed to complete the degree. This includes general baccalaureate degree requirements (120 minimum hours, 40 hours upper division, residency, exit survey, Civics exam, and other such degree or program requirements) as well as that general education/Core 42, major, and minor (as applicable) requirements have been fulfilled for undergraduate degree audits.
- General Education or Core 42 block-Found on undergraduate audits only, this is the block that shows which set of requirements the student is following. If the student has an AA degree, 42-hour block, or previous bachelor's degree with the proper accreditation transcripted on their transfer evaluation, any missing courses in this block will automatically be waived by a corresponding course placeholder entered in the transfer evaluation process.

Action That Generates Entry of Course Placeholder	Course Placeholder That Represents This Action
In-state Associate of Arts (AA) degree	GEN 011
Out-of-state Associate of Arts (AA degree)	GEN 016
Previous bachelor's degree from a regionally accredited institution	GEN 012
In-state Associate of Arts in Teaching (AAT)	GEN 090
Missouri 42-Hour Block	GEN 042
Transcripted completion of general education at a Missouri public 2- or 4-year institution	GEN 013
Core 42 completion	COR 042

- Major, minor, or certificate blocks-This is where the respective major, minor, or certificate requirements are monitored.
- Additional program/degree blocks-These are additional requirements necessitated by the program and/or degree the student is pursuing. Examples include blocks such as program admission requirements, secondary education requirements, College of Business globalization and upper-division GPA requirement, Bachelor of Arts (BA) degree requirements, and other such requirements.
- Audited, Dropped, Failed, Repeated block-This contains the courses that are not eligible to fulfill requirements for the various reasons listed in the title. Repeated courses do not move to this section until the corresponding repeat code is assigned during end of term processing.
- Not Counted block-This contains courses that are not eligible to apply towards graduation. This includes courses that are part of a rule where only one of a group of courses can be counted toward graduation and courses that are only allowed to apply towards a specific program or degree.
- Honors College block-This contains the requirements for those participating in the University's Honors College program. Since Honors College participation is not a graduation requirement, it is a graduation-optional block, meaning that students who leave the Honors College will not be penalized in graduation eligibility checking when this block is not completed.

The block also contains the requirements related to the respective block. In this example from a General Education block, we will focus on the Human Cultures requirement. This shows that the overall Human Cultures section is unmet, as symbolized by the Not Complete symbol to the left of the Human Cultures section title. Under it, there are three sub-requirements. The first Focus (Social and Behavioral Sciences) is in-progress as symbolized by the In-Progress symbol to the left of the Focus title. The second Focus (Humanities) is met as symbolized by the Complete symbol to the left of the Focus title. The last Focus (Arts) is not met as symbolized by the Not Complete symbol to the left of its title. To the right, it lists what is still needed to meet it, which is one course from a list of courses. Once the student registers in one of these courses, both the Focus on the Arts and Human Cultures title symbols will change to Complete except for classes in-progress. Once the class is complete and passed, these will change to Complete.

○ HUMAN CULTURES	Complete 4 different course prefixes (or codes) in the Human Cultures section. Students who have general education courses waived by AA/AAT degree, 42 hour core, or previous Bachelor's degree will have the 4 prefix (or code) requirement waived. Students with multiple GEC or GEP prefix (or code) courses may see the Office of the Registrar for assistance if prefix (or code) count adjustment is needed.				
① Focus on Social and Behavioral Sciences	MED 120	Mass Media and Society	RG	(3)	Fall 2023
	SOC 150	Introduction to Society	B+	3	Fall 2022
⊘ Focus on Humanities	PHI 110	Intro to Philosophy-HONR	A-	3	Fall 2022
○ Focus on the Arts	**Still needed:**	**1** Class in **ART** 200 or **DAN** 180 or **ENG** 203 or 205 or 215 or **MUS** 239 or **THE** 101			

Degree Audit CourseLink

If you click on a hyperlinked course anywhere in the degree audit, it will bring up a block of information that shows the course prerequisite (if applicable), catalog description, and class schedule information including date/times that courses are scheduled to be offered along with the number of seats available in each section. Campus information is additionally included.

Course Information

ENG 205 - 3 Credits - Creative Writing: Nonfiction

Prerequisite: ENG 110. General Education Course (Focus on the Arts). MOTR number PERF 106NF - Creative Writing-Nonfiction. A study of the key characteristics of creative nonfiction, including an introduction to the evolving forms of text classified as creative nonfiction. Practice in writing prose with a focus on collaborative workshops and revision. Emphasis on the creative interpretation of complex thoughts and human experiences. 3(3-0) F,S,Su

Attributes:
M118   GN08   GE20

Sections:

Term	CRN	Section	Seats open	Meeting times	Campus
Fall 2023	40199	001	7 (out of 22)	Tu Th 12:30pm - 01:45pm	Springfield, MO
Fall 2023	40357	002	16 (out of 22)	Tu Th 02:00pm - 03:15pm	Springfield, MO
Spring 2024	20171	001	22 (out of 22)	To be announced	Springfield, MO
Spring 2024	25900	899	22 (out of 22)	To be announced	Online

Degree Audit Transfer Equivalency Information

If you have transfer work, you can see how those courses apply to your degree audit. Each transfer course will display the originating institution, course title and course number below the MSU equivalency as shown in the screen shot below.

⊘ Focus on US & MO Constitutions	PLS 101	American Democracy	TA	3	Spring 2020
	Satisfied by:	POL101 - American Governmnt - St Charles Community College			

Degree Audit Exceptions

Departments sometimes will substitute or waive a course requirement. Department heads and authorized designees may enter exceptions through the exceptions tab *for their department's majors, minors, and certificates only.* They are not authorized to make exceptions to University degree requirements and/or general education. Those types of changes must be authorized by the corresponding authority or committee.

Exceptions are displayed in two locations on the audit. The first is near the applicable course location. Included is who entered the exception, the date, and a description of the action taken. The second is an exception section at the bottom of the audit. This includes whether the exception is "enforced" or working. The primary reason one would not be enforced is that the student changed catalogs and/or programs and therefore the exception was broken. Each exception ties to a specific block, which is like an address based on the program and catalog identification of the block.

⊘ Food/Agricultural Chemistry	CHM 201	Essentials/Organic Chemistry	B+	3	Fall 2019
	Exception by: ▬▬▬▬	**On:** 04/22/2021	**Substitute:**	Replace AGR 300 with CHM 201-Animal Science major	

Exceptions

Type	Description	Created on	Created by	Block	Enforced
Substitute	Replace AGR 300 with CHM 201-Animal Science major	04/22/2021	▬▬▬▬	Major in Animal Science	Yes

Degree Audits-Limitations Due to Administrative Process Dependence

The degree audit's ability to process that a student is repeating a course is based off the corresponding repeat codes in Banner. Repeat codes are not applied until the end of the semester. Therefore, if a student passes a course and is in the progress of repeating it (Example: student gets a "D" in ABC 123 in a previous semester, takes it again to improve their grade this semester), the course could be used in the requirements twice until the repeat code is assigned and the first attempt is excluded. Therefore, it is important to look for these situations when advising a student.

Mixed credit (courses with special approval to count as both undergraduate and graduate credit) require special end-of-term processing. During the semester of enrollment, the student will be enrolled in the graduate side of the credit, and graduate credit does not appear on an undergraduate audit. At the end of the semester, the undergraduate level is added to the course, which allows the credit to be displayed in the undergraduate audit. Therefore, it is important to look for situations where the student may be "missing" an item that will be fulfilled by the mixed credit.

Degree in Bachelor of Fine Arts `INCOMPLETE`

Catalog year: Fall 2023

IMPORTANT INFORMATION ABOUT REPEATING PREVIOUSLY PASSED COURSES: Students who are registered in a course which is a repeated attempt of a course in which a passing grade (A to D grade) was already earned will have the course's credit hours reflected in both hours earned (from the initial attempt) and in-progress hours (from the current attempt) until after grade and repeat processing occurs at the end of the semester. As such, you should deduct the repeated course from any hours counts (e.g. major requirements, 40 hour upper division, 120 minimum credit hours) during the period of repeat enrollment until the appropriate repeat code is assigned. If you are taking a course with the intention of receiving credit for both attempts, please check the undergraduate catalog to ensure the course can be repeated and/or that you are not exceeding the repeatable limit of the course as this will also be adjusted during end of term repeating processing.

IMPORTANT INFORMATION ABOUT IN-PROGRESS MIXED CREDIT COURSES: The undergraduate portion of mixed credit courses are not added to a student's academic record until end of semester processing. Therefore, mixed credit courses will not appear on the undergraduate degree audit until the end of the semester. This may cause requirements to appear unmet and hour counts to appear lower than the final count.

IMPORTANT INFORMATION ABOUT 20 OUT OF THE LAST 30 CREDITS RESIDENCY: Students who are eligible for an exception to the 20 out of the last 30 hours residency requirement (Education Abroad students, West Plains completion program students, Medical Technology/Radiography students) should contact the Office of the Registrar during their final semester of coursework to have this requirement waived on their degree audit.

IMPORTANT INFORMATION ABOUT APPLYING TO GRADUATE: In order to be considered for graduation eligibility, students must file an Application to Graduate. It is recommended to do this once you have registered for your final semester of coursework. The Application to Graduate can be found on My Missouri State> Graduation and Commencement card>Graduation Application and Status Review link.

Degree Audit Links

Located at the end of the header row, the Links section contains links to various University websites that may be helpful to MSU students and advisors. It includes the following:

- Degree Works Homepage
- Major/Minor/Certificate Code Sheets
- Undergraduate Catalog
- Graduate Catalog
- Commencement Information
- Core 42 Resources
- GPA Calculator
- Holds Contact Information
- Transfer Equivalencies
- Advisor Toolkit

Missouri State.   DEGREE AUDIT   EXCEPTIONS   PLANS   TRANSFER   ADMIN   LINKS

Section 2: How To Use The What-If Degree Audit

A "what-if" degree audit allows the user to see what a prospective degree audit would look like if they were to change programs and/or catalogs prior to formally requesting the change.

Below the student information block and above the format/degree progress block, there is an area where you can select the type of degree audit you want. Click on "What-If" to open the What-If Analysis selection screen.

Major Finance/Corp & Invest (BS)   **Level** Undergraduate   **Classification** Junior

MSU Cumulative GPA 3.720   **Combined Cumulative GPA** 3.733   **Holds** FT

Academic   What-If

Format
Student View

Degree progress

71%

Requirements

Next, in the Program section, select the "Catalog year," "Degree," and "Level" you wish to use in the what-if audit. The catalog year will default to the current degree/general education semester. You will want to select the appropriate level so it knows whether to apply undergraduate or graduate courses.

In the "Areas of Study" section, select the first major and first minor (if applicable) you wish to pursue. The major (including certificates as well) selection menu is filtered based on the degree selected. The minor selection menu is not filtered. Users should only select minors available in the same degree type as the degree selected. Each minor lists the corresponding degree information in parathesis behind the minor title. At the end of these menus, there may be programs that begin with "z-." These are expired (or expiring) programs that are no longer available.

You will also be prompted to select the corresponding catalog year for the major and minor. If this is a new major or minor you are pursuing, you would want to select the current semester (or the semester you plan to begin pursuing it if that is in a future semester). If it's a major or minor you already have declared, you would want to select the catalog term you are currently pursuing for that major or minor, which can be found in the block header for that major or minor back on your regular degree audit.

Additional majors and minors may be selected in the Additional Areas of Study section. First, click the down arrow at the end of the Additional Areas of Study row. This will make a button with a plus sign available. Click it and an additional major and minor field will appear. You can select an additional minor and/or additional major. Major will be filtered by the degree type selected for the what-if audit and minor will not be filtered like the opening section of the what-if audit, so you must select a minor that matches the selected degree type. Click the add button to add your selection. Additional majors and/or minors may be added by clicking the plus button and repeating the above process.

In the what-if audit section, there is also the ability to add courses that you are thinking about taking in the future to your what-if degree audit to see where they would fit. You can do this in the "Future Classes" section. You add the subject and number, and then click "Add." This causes the what-if audit to show the courses as "Planned" in your degree audit so that you can see the requirements that they fulfill.

You can also use the Future Classes option with the regular degree audit. To do this, check the "Use Current Curriculum" box at the top of the What-If Analysis box. It is unchecked by default. This enables the what-if audit to use your currently declared majors and/or minors from your regular audit in your what-if audit, but enables you to utilize the Future Classes feature with it through the what-if audit.

There are also checkboxes that are checked by default to indicate whether you wish to include in-progress (current semester) classes and pre-registered (future semester) classes. You typically will wish to leave them checked. They are located at the top of the What-If Analysis box. When finished, click the "Process" button to review the what-if degree audit. What-if audits can be printed or saved as a .PDF in the same method as a traditional degree audit.

Section 3: How To Use the Student Educational Planner (SEP)

The Student Educational Planner (SEP) is an online tool that allows students (or advisor on a student's behalf) to create an individualized plan for completing requirements as they proceed towards graduation. Used alongside your degree audit, the user can place requirements semester-by-semester into a SEP plan to anticipate time to graduate. Access to the SEP is through the same link used to access the degree audit.

SEP Initial Plan Creation from a Template (Preferred Method)

Click on the "Plans" link found at the top of the degree audit.
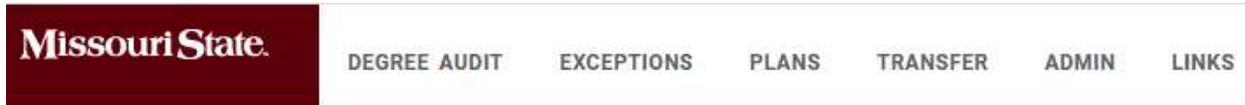
If the student has no plan, it will be blank. Click the "New Plan" button at the bottom right.
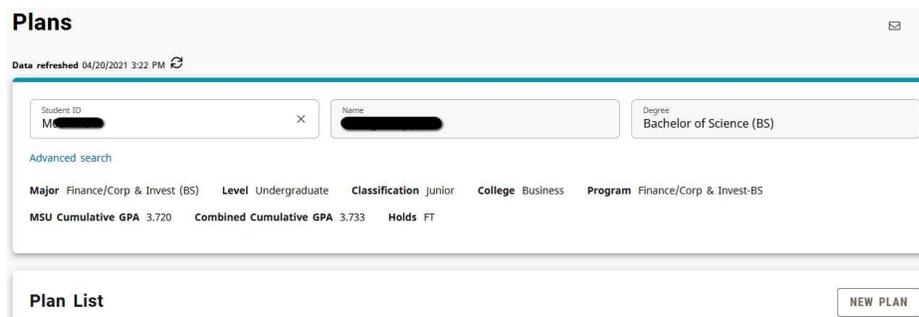
When creating an initial plan, you will be asked if you wish to create a plan based on a template or if you would like to start from scratch. Click "Select Template."

Select the first fall term (or semester) that should be included (NOTE: If the student is starting in spring or summer, there will be an opportunity to address that later). If you select spring or summer, you will get an error message. Search for the template you wish to use. Undergraduates will likely use one of the "UG- General Education (Effective fall 2014)" or the "UG-Core 42 (Effective fall 2018)" templates. Click on the desired template title. When you do, it will automatically create the template framework.

Description ↑	Level	Major	Degree	Catalog year	Term scheme	Who	What	Modified
UG-Core 42 (Effective fall 2018)	UG	0000	BS	201840	COMPLETE_SCHEDULE_SEMESTERS	M00096698	DASH	4/16/2023
UG-General Education (GE effective fall 2014)	UG	0000	BS	201440	COMPLETE_SCHEDULE_SEMESTERS	M00096698	DASH	4/16/2023
UG-General Education with BA requirements (GE effective fall 2014)	UG	0000	BS	201440	COMPLETE_SCHEDULE_SEMESTERS	M00096698	DASH	4/16/2023

Next, retitle the create plan by clicking the pencil (Edit plan) button to the right of the plan title, which will default as the template title.

UG-General Education (Effective fall 2014)

In the Edit Plan box, retitle the plan using the following naming convention and click save when finished:

<Last name, First name BearPass number (or M-Number) SEP Plan>

NOTE: For students pursuing more than one degree, the "Degree" box will be populated so the user can pick for which degree the plan is intended. If the student has only one degree, this field will not appear.

The initial plan is now created and ready for editing.

SEP Initial Plan Creation from Scratch

Click on the "Plans" link found at the top of the degree audit.

If the student has no plan, it will be blank. Click the "New Plan" button at the bottom right.

When creating an initial plan, you will be asked if you wish to create a plan based on a template or if you would like to start from scratch. Click "Blank Plan."

Create Plan   ✕

Would you like to create a plan based on a template or would you like to start from scratch?

SELECT TEMPLATE   **BLANK PLAN**

Select the first fall term (or semester) that should be included (NOTE: If the student is starting in spring or summer, there will be an opportunity to address that later). Click "Submit."

Select a Starting Term   ✕

Please select a term to serve as your starting term for this plan

Select term *   ⌄

CANCEL   **SUBMIT**

In the Edit Plan box, retitle the plan using the following naming convention and click save when finished:

<Last name, First name BearPass number (or M-Number) SEP Plan>

Edit Plan   ✕

Description *
Bear, Boomer M00000001 SEP Plan

☐ Active   ☐ Locked

CANCEL   **SAVE**

The initial plan is now created and ready for editing.

SEP Term Editing
This section covers how to make basic term edits to the SEP.

Adding a Term
Click the "Add term" button in the upper right portion of the SEP plan field.

The Add Term box will open. In the "Select term" field, select the next term you wish to add and click the "Add" button. Repeat this process until all desired semesters are included.

Deleting a Term

Click the ellipse (three dots) button to the right of the semester you wish to delete. Click the "Delete this term" link.
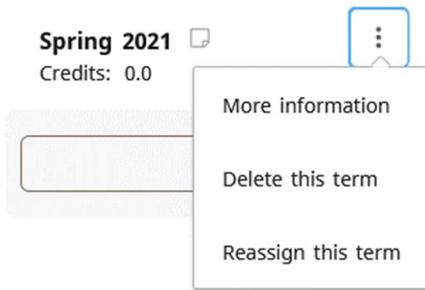
You will get a Delete Term confirmation box. Before deleting, make sure that there is no planned coursework existing on that semester that you wish to keep as it will be deleted as well if you delete the term. Once you are ready to delete it, click the "Delete term" button.

Reassign a Term

Click the ellipse (three dots) button to the right of the semester you wish to delete. Click the "Reassign this term" link.
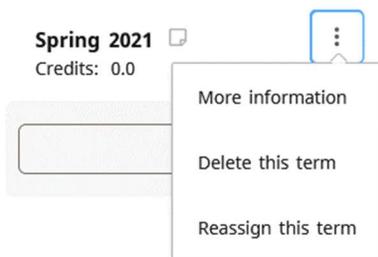
You will get a Reassign Term confirmation box. Before reassigning, make sure that the reassigned semester does not already exist in your SEP plan as you cannot have two semesters with the same semester assignment. Once you are ready to reassign it, click the "Reassign" button.

Reassign Term   ✕

Reassign to which term?

| Select term *   ⌄ |

                                          CANCEL   **REASSIGN**

SEP Requirement Types

There are four types of requirements (or items) that you can add to an SEP plan. The Requirements menu is located on the left navigation bar of the SEP.

☰
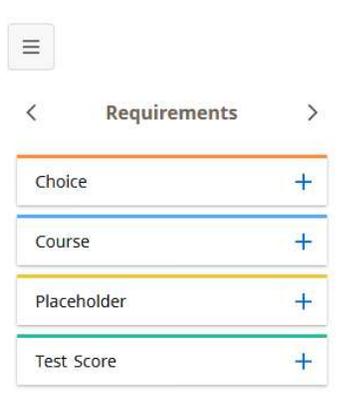
<   **Requirements**   >

Choice	+
Course	+
Placeholder	+
Test Score	+

Course

This requirement type is used to add one specific course to an SEP plan. To select the Course requirement, click the "+" sign to the left of the Course requirements field. This will open a "New Requirement box with the "Requirement type" of course selected. The next field down is "Term", where you will select the semester in which the course will be completed. Next, check the "Critical" checkbox.

In the "Course requirement" box, begin to type either the prefix/number or title of the course you wish to select. After you type the first few characters, it will begin to display matching choices. Once you see the course you want, you can click on it rather than type out the rest of the characters. If you select from the menu, the next field "Credits" will fill in by default. This is the number of credits the course is worth. If it does not fill in manually, you must fill it in. Variable credit courses will default to the high end of the credit range, so if you need it for less than the maximum, you can change it.

For the minimum grade, enter "D+" for undergraduates or "C-" for graduates unless the course is part of a program that requires a minimum grade higher than that. When finished, click the Save button in the lower portion of the New Requirement box.

Choice

This requirement type is used to add a requirement where the user selects one out of multiple presented options. To select the Choice requirement, click the "+" sign to the left of the Choice requirements field. This will open a "New Requirement box. The next field down is "Term", where you will select the semester in which the course will be completed. Next, check the "Critical" checkbox.

In the "Choice requirement" box, begin to type either the prefix/number or title of the course you wish to select. After you type the first few characters, it will begin to display matching choices. Once you see the course you want, you can click on it rather than type out the rest of the characters. To add the next choice, click "Add" on the right side of the Choice requirement title line. Continue to add the additional choices following these procedures. If you wish for a choice to have paired classes (Example: Take course A or take both courses B and C), you can do this utilizing the "Add a paired course or lab" link below the entry of the course to which you wish to add the pair.

For credits, enter the lowest number of credits that will fulfill this choice. For example, if you put a 3-credit course or a 4-credit course as the two choices, you would enter "3" in the Credits field. For the minimum grade, enter "D+" for undergraduates or "C-" for graduates unless the course is part of a program that requires a minimum grade higher than that. When finished, click the Save button in the lower portion of the New Requirement box.

Once created, users can check the course from the choice list that their preferred planned course to take, which will display this in their plan and have the course apply to the planner audit. The preferred course can be changed to a different course from the choice list if the student changes their mind on their preferred course.

Placeholder

This requirement type is used when you know general characteristics about the type of course you plan to take, but not what the specific course will be. This can also be used when you wish to add a reminder about an event or item, an advising situation, or add information such as a website for future reference. Below are the types of placeholders available:

- Advisement-This is a placeholder to use when there is something you need to discuss with your advisor. For example, if you wished to discuss accelerated master's degree options with your advisor during your sixth semester, you could add a placeholder to remind you of this.

- Comment-This is a placeholder to use when there is an item you wish to make sure to participate in during a particular semester. For example, if you want to participate in a career fair, you could remind yourself to do this during a particular semester.

- Elective-This is a placeholder for when you just want to take a random elective for fun or, for undergraduates, for your 120 minimum credit hour count or 40-hour upper division count.

- Requirement Choice-This is a placeholder for when a course is meant to fulfill a specific degree audit requirement, but you don't know what course you plan to take yet.

- Transfer- This is a placeholder to account for situations where you are taking a course at another institution. This is helpful for your academic advisor in terms of being aware of the additional course load that they may not know about since you are not taking it at MSU.

- Videos and Resources-This is a placeholder to save information you want to refer to later about an item. While you cannot paste in text as a hyperlink, you can paste it into the requirement notes as general text which you can later copy and paste into a web browser.

To select the Placeholder requirement, click the "+" sign to the left of the Placeholder requirements field. This will open a New Requirement box with a default Requirement Type of "Placeholder." The next field down is "Term", where you will select the semester in which the item/course will be completed.

The next field is "Placeholder." This is where you pick the type of placeholder you wish to use based on the previous placeholder descriptions.

In the "Value" box, begin to type a text description of the item/course. For example, if you plan 3 credits of general elective towards graduation, you might type "General elective for 120 minimum/40 UD (3 credits)." It is recommended to always include the credits in parenthesis as this requirement type does not present an option to select the number of credits. You are limited in characters here, but there is a way to provide additional information later in these instructions. When finished, click the Save button in the lower portion of the New Requirement box.

New Requirement ×

Requirement type
Placeholder

Term * ⌄

Placeholder * ⌄

Value *

CANCEL SAVE

Test Score

This requirement is the least used of the four requirement types. This is for situations where there is an exam requirement housed outside of a course that must be completed as part of a program requirement. For undergraduates, the most common is the University Exit Survey, although some programs have additional program-related exams. For graduates, the most common is comprehensive exams and/or thesis defense tracking.

To select the Test Score requirement, click the "+" sign to the left of the Test Score requirements field. This will open a New Requirement box with a default Requirement Type of "Test Score." The next field down is "Term", where you will select the semester in which the item/course will be completed. Next, check the "Critical" checkbox.

Next, click the "Test code" field to pick from the selectable test code options. For the minimum score, enter a value of "Y" which represents "yes" for completion of the exam. When finished, click the Save button in the lower portion of the New Requirement box.

NOTE-This requirement will later be recorded as met once the corresponding test value is recorded on the student's test score record.

New Requirement ×

Requirement type
Test Score

Term * ⌄

☐ Critical

Test code * ⌄

Minimum score *

CANCEL SAVE

SEP Navigation and Editing

This section is designed to help you navigate the SEP and make changes to items existing from use of a template or changing items you previously added to the SEP plan

Semester Transition

You can back and forth between semesters using the "<" and ">" arrows found in the upper left just above the semester grid in the SEP plan.
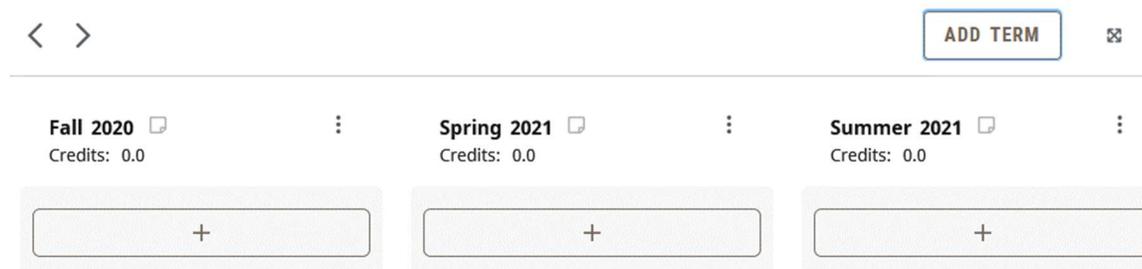
Course Editing Options

There are a number of editing options for SEP requirements. They are described below and can be accessed by clicking the ellipse (three dots) button to the right of the requirement.
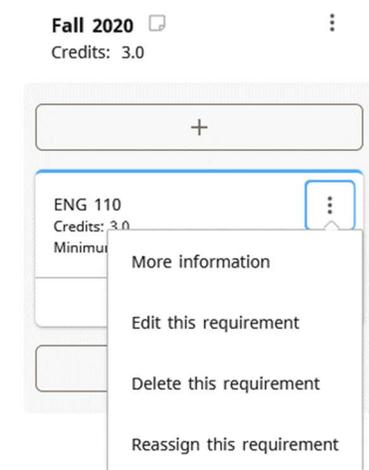
More Information (CourseLink Information)

To see CourseLink information for a course such as prerequisite, course description, date/time offering for open registration semesters, and seat availability, click the ellipse next to the course and select the "More information" link.

Edit This Requirement

To edit the requirement, taking you back to the original entry screen for the requirement, click the ellipse next to the course and select the "Edit this requirement" link.

Delete This Requirement

To delete the requirement off of the SEP plan, click the ellipse next to the course and select the "Delete this requirement" link. When the Delete Requirement confirmation box opens, click the "Delete requirement" button.

Delete Requirement   ✕

Are you sure you want to permanently delete this requirement?

<div align="center">

CANCEL   **DELETE REQUIREMENT**

</div>

Reassign This Requirement

To reassign the requirement to a different semester within the SEP plan, click the ellipse next to the course and select the "Reassign this requirement" link. When the Reassign Requirement confirmation box opens, select the semester you wish to change it to in the "Term" box and click the "Reassign" button.

Reassign Requirement   ✕

Reassign to which term?

Select term *   ⌄

<div align="center">

CANCEL   **REASSIGN**

</div>

NOTE: You may also reassign a requirement by hovering your mouse over a requirement, holding down a single left click, and drag and drop it on the semester you wish to assign it to.

Add Requirement Notes

Users have the ability to add additional information to a requirement in the form of a requirement note. To do this, click on the notepad in the bottom right corner of the requirement to which you want to add the note.

ENG 110
Credits: 3.0
Minimum grade: D   ⋮

This will open a Requirements Notes box. If there is no existing note, it will have a button you can click to add a new note.

Requirement Notes   ✕

There are no notes.

<div align="center">

ADD A NEW NOTE

</div>
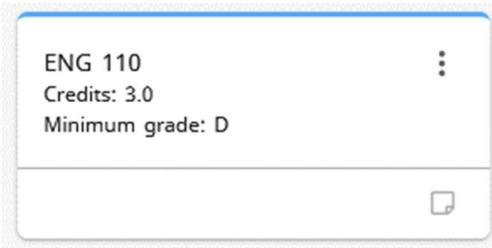
Type the note you wish to add (or paste in text you have copied from something else). Click the "Save Note" button when finished.

Add a new note   ×

Add description
This is my example note.

CANCEL   SAVE NOTE

SEP Degree Audit

Users can see what their planned courses look like in a degree audit by clicking the "Audit" link in the top left just above the SEP plan. The audit will open in a separate window for viewing.

Audit   What-If   Delete plan

≡
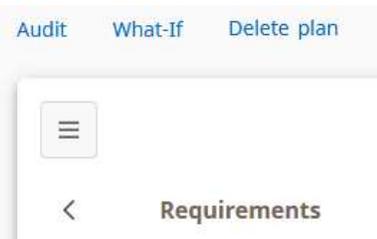
<   **Requirements**

SEP Still Needed

Users can see a "list view" of unmet requirements by navigating to the "Still Needed" list. To find this, click the right arrow by the Requirements header.

Audit   What-If   Delete plan   Save

≡

<   **Still Needed**   >

This will show requirements that do not have a specifically planned courses associated with it. After drilling down to see the specific courses listed, users may click and drag any course they wish to add to their plan to the corresponding plan semester as an alternative way to add the course to the plan.

≡

<   **Still Needed**   >

Major in Global Studies

REGIONAL STUDIES   >

PUBLIC AFFAIRS CAPSTON...   >

Honors College-General (Grad...

General Honors Electives   >
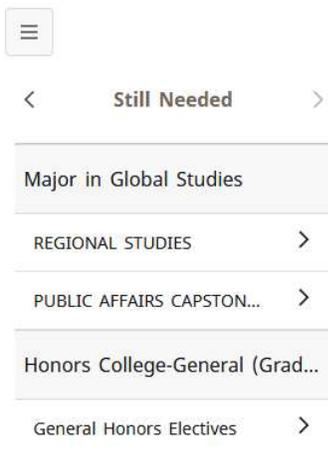
SEP Courses

Users can see a "list view" of university courses by navigating to the "Courses" list. To find this, click the left arrow around the Requirements header.

This will show a list of courses built in Banner. After drilling down to see the specific courses listed, users may click and drag any course they wish to add to their plan to the corresponding plan semester as an alternative way to add the course to the plan. This does include old courses that are no longer offered.

SEP Plan Activation and Locking

When an initial SEP plan is completed and ready for use, the user should activate the plan. To do this, the user should click the pencil icon to the right of the SEP plan title to open the Edit Plan box.

Once open, the user should check the "Active" checkbox. This indicates the plan is now active and being followed. Students will only see the "Active" checkbox. Advisors and Registrar staff will also see a "Locked" checkbox. If an advisor checks the "Locked" checkbox, it means the advisor has reviewed and approved the plan and locked it so there can be no further changes without the student contacting them. One benefit of locking the plan is that it cause plan tracking to be turned on so the plan will have an indicator on their plan that shows whether the student is on-track or off track with their plan.

SEP Plan Deletion

If the user wish to end their existing plan and start over, there are two ways that an SEP plan can be deleted.

Option 1: Click Delete Plan in the menu just above the SEP Plan.
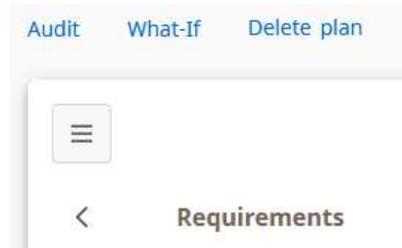
Option 2: Click the Plan List button to the right of the plan title and then the trash can at the end of the plan's listing on the Plan List

Using either option will take the user to the Delete Plan confirmation box. To delete the plan, click the Delete Plan button. Once deleted, there is no way to retrieve the plan.

Section 4: Exception Processing

Exception processing is used when an authorized University official wishes to record the approval of a course substitution, approval, waiver, or requirement adjustment in the degree audit system.

Exception Access

All Office of the Registrar staff members have exception processing access as part of the Registrar security role. OR staff processes approvals made by the Provost's Office (typically through the Associate Provost-Student Success) or designated committees such as the Degrees Committee. For majors/minors/certificates, Academic Unit Leaders (AUL) are granted access upon their installation as the department head. The AUL has the authority to expand access to other designees by submitting their request to the Senior Associate Registrar who oversees Degree Works. For graduate programs, Graduate Program Directors are granted access through Graduate College approval, and the approval is processed by the Office of the Registrar by the Senior Associate Registrar.

Access is granted through an ADV Access program built by MIS (https://apexprod.missouristate.edu/ords/f?p=119:LOGIN_DESKTOP). A link to this is located on the Registrar Staff Resources Link>Registrar Systems>Dashboards section>APEX Apps of the page. Access is managed using the following steps:

Adding Exception Processing Access

Click the DGW Advisors IDs app.
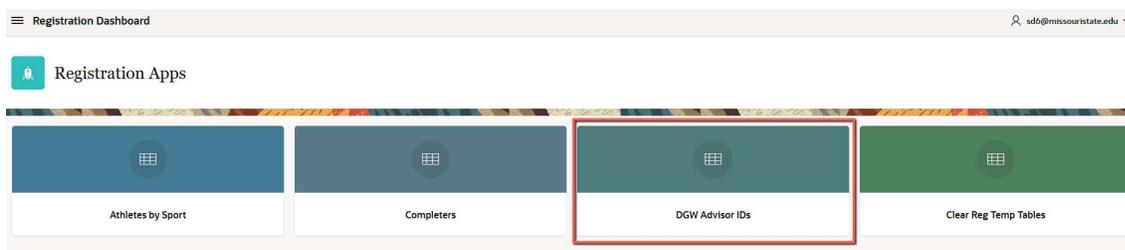
Click the "Create" button on the far right.

Enter the BearPass number (M-number) of the person who should receive exception access. Click the "Create" button on the far right. An "Action Processed" button will confirm the access was granted. The access is not immediate. Exception access is wiped each evening and reassigned sometime after 9:00 pm, so access would typically appear the following morning.

On occasion, someone granted new exception access may not see initially it. In these situations, the user has typically cached an earlier Degree Works session in their web browser and therefore it doesn't see the access role change. In these situations, there would be a need to clear web cache.

Should this be needed, the link below from Computer Services contains instructions on how to do this for the most commonly used browsers.

https://missouristate.teamdynamix.com/TDClient/1931/Portal/KB/ArticleDet?ID=146947

When granting access, it is recommended to email the user the link to the Degree Works User's Guide page, which contains the Department Head/Advisors with Exception Processing guide, which includes documentation about exception entry. Individual in-person training sessions can be scheduled with the Office of the Registrar (undergraduate) or Graduate College (graduate) if needed.

Deleting Exception Processing Access

Login using BearPass login and password.

Click the DGW Advisors IDs app.
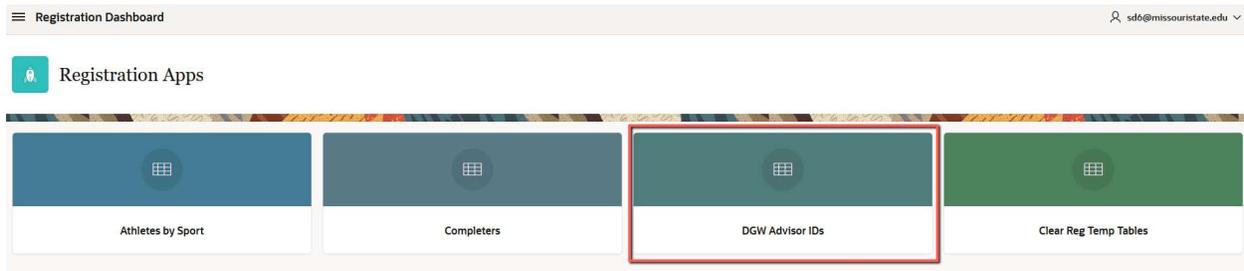
Enter the BearPass number (M-number) of the individual who should have exception access removed and click the "Go" button.

You will see the individual displayed. Click the Edit (pencil) icon to the left of the individual's BearPass number.
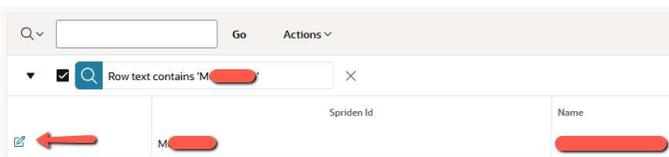
Click the "Delete" button on the right side of the page followed by the "Save" button.
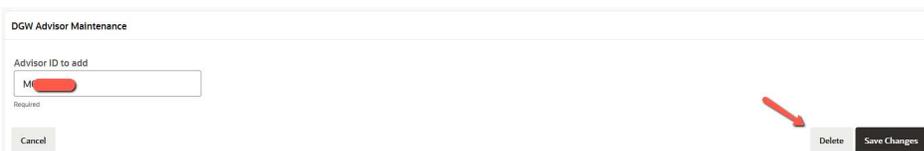
You will get a deletion confirmation box. Click "OK."

Re-establishing Missing Exception Access

Each evening, an update process runs where exception access for all non-Registrar staff is temporarily removed and restored later in the evening by the ADV process described in the previous section.

On rare occasion, the overnight process that reapplies exception access will fail to run properly and will need to be manually run. Since Office of the Registrar staff has a different level of security, we will not notice this and will typically learn about it when we start getting contacted about missing exception access. To manually run the process to reapply access, do the following:

Login to AppMan. Click the Request button and find DGW_ADV_IDS_UPDATE_PF. Click the "Request" button at the bottom of the screen.
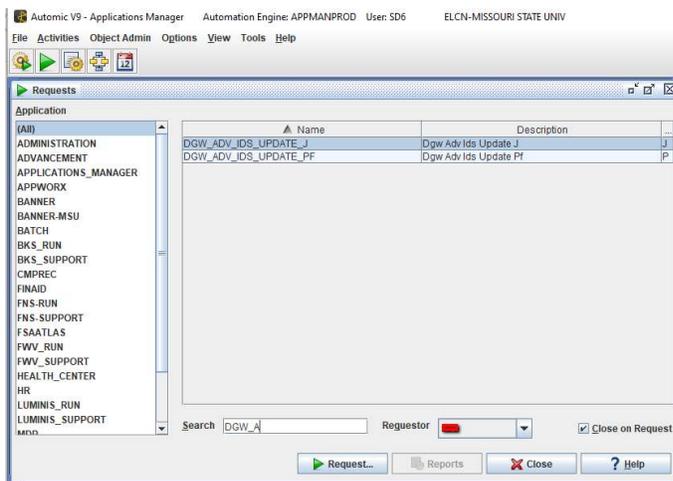
Click the "Submit and Close" button. It generally takes less than two minutes to run.
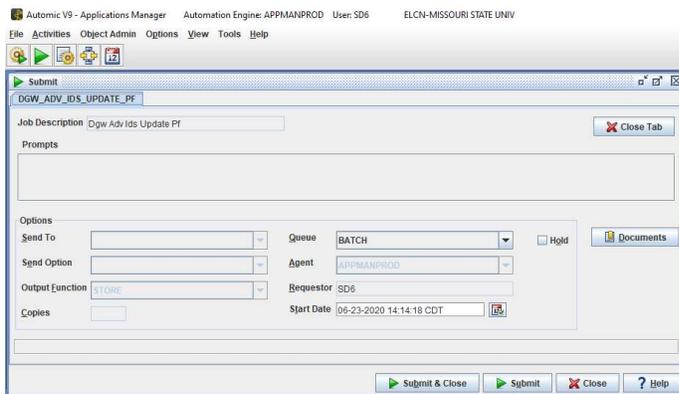
Once complete, ask a user who reported exception processing missing to try again. They will need to close out Degree Works and reopen it. Typically, access has returned. If the user still reports the exception tab as missing, they may need to clear their browser cache for it to return. Should this be needed, the link below from Computer Services contains instructions on how to do this for the most commonly used browsers.

https://missouristate.teamdynamix.com/TDClient/1931/Portal/KB/ArticleDet?ID=146947

Exception Application Rules

There is not a way to limit exception access by department or school, so authorized exception processers are expected to follow the following exception application guidelines.

Degree audit blocks an Academic Unit Leader or designee may adjust	Degree audit blocks an Academic Unit Leader or designee may not adjust
Major in or certificate in (a major or certificate belonging to the adjusting AUL) except for major GPA and residency block qualifiers as those are University rules	Degree blocks (Degree in …). This includes the 120 minimum hours, 40 hour upper-division, cumulative GPA, exit exam, and any other requirements in this block. If you think something should be adjusted, the adjustment must be received by the Office of the Registrar through the approval of the proper authority (Office of the Provost or Degrees Committee).
Minor in (a minor belonging to the adjusting department head) except for minor GPA and residency as those are University rules	General education or Core 42 block even when the potentially waived course is from your department as all these waivers are processed by the Office of the Registrar through the approval of the proper authority.
College/department/school/major-related admission requirements blocks belongs to the corresponding AUL	Other blocks such as secondary education requirements, even if associated with a department related discipline.
	Major in, Minor in, or Certificate in … blocks belonging to another department.
	Bachelor of Arts degree requirement blocks.
	Honors College requirements.
	Major/minor/certificate block qualifiers related to GPA and residency even those located in the AUL's major/minor/certificate block.

Exception Processing-Adding an Exception

Login to Degree Works. Open the degree audit of the student for which you wish to enter an exception. Click the Exceptions tab at the top of the degree audit screen.

The "exception" view of the degree audit will open. Scroll down to the portion of the degree audit you wish to change and click the radio button to the left of the requirement to change. Click the plus (+) sign button to the left of the requirement.

This will open an Add Exception box. In the "Exception type" box, select the type of exception you wish to enter. Once you do this, the information fields for the respective exception type will open. See the Exceptions Type section below for additional information on the various types of exceptions available and instruction on how to complete them.

After filling out the exceptions field's, click or tab into the **Description** field. This will cause some default text to display depending on the exception selected.

Add Exception   ✕

Exception for: History of Graphic & App Desgn

Exception type *
Also Allow ⌄

Allow
Subject * ABC   Number * 123

With
Qualifier ⌄   Operator ⌄   Value

Description *
Allow ABC 123 here-

Details

[CANCEL] [ADD EXCEPTION]

This puts the action you performed in the description field. It is recommended to add the program or area to which it is being applied towards such as "-History major" or "-GE Cultural Competence."

The "Description" field used in exceptions is 50 characters long. There may be instances where you wish to provide internal documentation as to why an exception was made. You can use "Details" box for this. It is optional and rarely used. Here you can type additional text up to 220 characters. When finished, Click **OK.** This message will not be viewable to those who only have a "Student" user role but will be viewable to any user with any other role. It will be viewable as a pop-up hint over the exception description.

When finished, click the "Add exception" button.

Add Exception   ✕

Exception for: History of Graphic & App Desgn

Exception type *
Also Allow ⌄

Allow
Subject * ABC   Number * 123

With
Qualifier ⌄   Operator ⌄   Value

Description *
Allow ABC 123 here-GE Cultural Competence

Details

[CANCEL] [ADD EXCEPTION]

Exceptions will be visible in two locations. One of them is immediately below the requirement to which the exception was applied. The other is the Exceptions section located towards the end of the degree audit.

＋   ○ Focus on Cultural Competence   **Still needed:**   1 Class in **ANT** 100 or **COM** 260 or **ENG** 289 or **GRY** 100 or **IDS** 297 or **LLT** 180 or **MCL** 200 or **MTH** 121 or **REL** 100 or 210 or **SWK** 219 or **ABC** 123

Exception by: ▮▮▮▮▮   **On:** 04/23/2021   **Also Allow:**   Allow ABC 123 to apply here-GE Cultural Competence   🗑

Exceptions

	Type	Description	Created on	Created by	Block	Enforced
☐	Also Allow	Allow ABC 123 to apply here-GE Cultural Competence	04/23/2021	▬▬▬	General Education Requirements	Yes

Exception Processing-Deleting an Exception

Login to Degree Works. Open the degree audit of the student for which you wish to enter an exception. Click the Exceptions tab at the top of the degree audit screen.

DEGREE AUDIT   EXCEPTIONS   PLANS

Degree Audit

Data refreshed 04/20/2021 3:22 P

Student ID
M▬▬▬
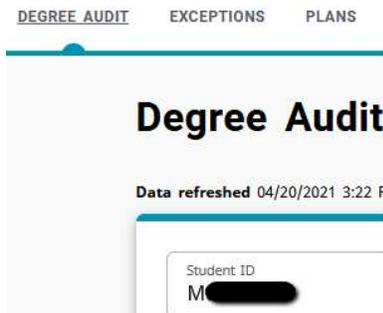
The "exception" view of the degree audit will open. You cannot edit an exception. To correct a mistake, you must delete the old exception and enter a new exception. Scroll down and find the exception you wish to remove. This can be done from either exception view (located at the requirement, located in the exception box in the bottom).

If you go to the requirement location, you just need to click the Remove Exception icon, which is a trash can located on the right side of the exception row. If you go to the Exceptions section, click the check box to the left of the exception(s) you wish to delete and then click the Remove Exception icon, which is a trash can located in the upper right portion of the Exceptions box.

+	○ Focus on Cultural Competence	**Still needed:**	1 Class in **ANT** 100 or **COM** 260 or **ENG** 289 or **GRY** 100 or **IDS** 297 or **LLT** 180 or **MCL** 200 or **MTH** 121 or **REL** 100 or 210 or **SWK** 219 or **ABC** 123
		Exception by: ▬▬▬ **On:** 04/23/2021 **Also Allow:**	Allow ABC 123 to apply here-GE Cultural Competence 🗑

Exceptions

	Type	Description	Created on	Created by	Block	Enforced
☐	Also Allow	Allow ABC 123 to apply here-GE Cultural Competence	04/23/2021	▬▬▬	General Education Requirements	Yes

The removal will be immediate without a warning box. A gray box will pop open in the upper right portion of the screen indicating that the exception was removed.

⊘ Exception removed

Exception Types

Also Allow

This exception is used to add a course to a requirement list. For example, if there are five acceptable courses to pick from and you wish to add a sixth course, and it does not matter which of the six courses the student takes, you would use this exception. This type of exception should also be used when a student has a course in progress, has not taken a course yet, or incomplete grade. The "Allow" subject and number field must be typed in. If it is a transfer course, it should be the MSU equivalency, not the original number at the other institution.

The second line "With" field can be used to provide additional qualifiers to the substitution as explained in the Exception Filtering section of this guide. Additional qualifiers are optional and should be left blank if not needed. A description explaining the action taken and the block/requirement that the action was taken against should be included.

Apply Here

This exception is like Also Allow but is more powerful and is used to absolutely assign a specific course to a requirement. Examples where this would be beneficial to use include:

- When a pass/not-pass only course is not the typical course on the requirement but you want to apply a course that is graded pass/not pass only.
- When you wish to apply a course to two different requirements that is not typically allowed due to a sharing restriction by using this exceptions on both requirements.
- When there are two different requirements that could accept a course, but it cannot be counted on both, and you wish to move it from one requirement to the other.
- When the course has a grade requirement (example: grade of "C" or higher) and you wish to assign a course that has a grade lower than the requirement.

It is recommended to only use this exception when the course has a final passed grade to avoid unintentionally overriding any restrictions. The "Allow" subject and number field must be typed in. If it is a transfer course, it should be the MSU equivalency, not the original prefix and number at the other institution. The second line "With" field can be used to provide additional qualifiers to the substitution as explained in the Exception Filtering section of this guide. A description explaining the action taken and the block/requirement that the action was taken against should be included.

NOTE: There are rare times when this exception must be used with an in-progress course, such as to allow a double count. In those cases, you must add exception filtering of "DW Grade Number" "equal to or greater than" "1.0." (1.0 is the same as a grade number value as a D). If the exception is being entered to allow an in-progress pass/not-pass course to apply, you must use exception filtering of "DW Grade Letter" "equal to or greater than" "P".

Add Exception   ✕

Exception for: Focus on Cultural Competence

Exception type
Apply Here ⌄

Apply

Subject *	Number *
ABC	123

With

Qualifier ⌄	Operator ⌄	Value

Description *
Apply ABC 123 here-GE Cultural Competence

Details

CANCEL   **ADD EXCEPTION**

Force Complete

This exception is used when you have no specific action you desire to take such as substituting or waiving a course. This is a way to tell Degree Works that a requirement should be marked as okay without any additional action. It is a very powerful exception and should be among the least used exceptions. Since there is no action to take, the only information to enter is a description of why you are forcing the requirement to be complete. A description explaining the action taken and the block/requirement that the action was taken against should be included.

Add Exception   ✕

Exception for: Focus on Cultural Competence

Exception type *
Force Complete   ⌄

Description *
Waive GE Cultural Competence

Details

CANCEL   ADD EXCEPTION

Substitute

This exception is used when you wish to remove one course from a requirement and replace it with a different course. The "Change" fields must have the course subject code and number typed in that you wish to remove. The "To" fields must have the course subject code and number typed in that you wish to add. The second line "With" field can be used to provide additional qualifiers to the substitution as explained in the Exception Filtering section of this guide. A description explaining the action taken and the block/requirement that the action was taken against should be included.

Add Exception   ✕

Exception for: Focus on Cultural Competence

Exception type
Substitute   ⌄

Change   Subject *   Number *
         MCL   200

To   Subject *   Number *
         ABC   123

With   Qualifier   ⌄   Operator   ⌄   Value

Description *
Replace MCL 200 with ABC 123-GE Cultural Comp

Details

CANCEL   ADD EXCEPTION

Remove Course and/or Change the Limit

This exception has multiple functions. The first function is the ability to remove a course from a list. This is another alternative available to maneuver courses to a desired location on the degree audit. The "Remove" subject and number fields can be filled in by typing the subject and number.

The second function is the ability to change the number of credits or classes in a requirement. This includes both raising and lowering the limit. Raising could be used when a department wishes to have additional courses pulled into a major/minor for inclusion in the requirement in order to allow for the improvement of major/minor GPA. In these cases, it may need to be paired with an "Also Allow" or "Apply Here" exception. Lowering could be used when a department wishes to waive one course out of a requirement that requires multiple courses.

The "Change Limit" box has a Units drop-down menu to the right. The choice made in this box should match the language used in the requirement. For example, if a requirement says "Complete 9 credits" and you wish to reduce it to 6 credits, you would select "Credits" in the Units drop-down menu. If a requirement says to "Complete 3 classes" and you wish to reduce it to 2 classes, you would select "Classes" in the Units drop-down menu.

You can use both functions in the same exception transaction or just one of them. A description explaining the action taken and the block/requirement that the action was taken against should be included.

Add Exception   ✕

Exception for: Focus on Cultural Competence

Exception type
Remove Course and/... ⌄

	Subject	Number
Remove	ABC	123

	Limit	Units
Change	2	Classes ⌄

Description *
Remove ABC 123 and change to 2 classes-GE Cult Com

Details

CANCEL   ADD EXCEPTION

Exception Filtering

Sometimes when entering a Degree Works exception, you need to use a course in your exception that appears more than one time on the degree audit. The most common situations are repeatable variable topic courses or transfer electives. Degree Works provides some filters you can use to delineate the course you wish to use in your exception. The filtering option is found on the Substitute, Also Allow, and Apply Here exception types and begins with the word "With". There are three filtering menus used in exception filtering: Qualifier, Operator, and Value. The qualifier is the criteria you wish to filter by. The Operator is where you tell the filter to look for higher, lower, or equal to the value, and the Value is the value you are looking for in the qualifier.

With	Qualifier ∨	Operator ∨	Value

Below is a description of how to use these filters. This focuses on the filters most commonly used in Degree Works. All qualifiers begin with DW (for Degree Works). Configuration related to which exception filters are available to users is managed through Controller Configuration table SCR 043.

Filtering by Credits

This is a filter you can use when a student has multiple courses with the same term and grade, but a different number of credits. The qualifier is DW Credits.

With	Qualifier DW Credits ∨	Operator equal to ∨	Value 2

Filtering by Grade Letter

This is a filter you would use when you want to filter by a specific letter grade. For example, a student takes two ABC 397 courses in the same semester so you cannot filter by term. The student earned an A in one and a B in the other and you wish to substitute the one where a B was earned. Plus/minus grading is supported with this. The qualifier is DW Grade Letter.

With	Qualifier DW Grade… ∨	Operator equal to ∨	Value B

Filtering by Grade Number

This is a filter you would use when you want to filter by grade value, so it's somewhat similar in function to grade letter. For example, you wish to approve a course to count on a requirement but only want it to count if the student earned the equivalent of a C or higher, but the student has not earned the final grade yet. You can use an operator of "equal to or greater than" in this situation and put the numeric value that equates to a "C," which is 2.0. This enables the in-progress course to apply in the audit now but will allow it to fall out if the equivalent grade number value is not earned. The qualifier is DW Grade Number.

With	Qualifier DW Grade… ∨	Operator equal to ∨	Value 2.0

Filtering by Section

This is a filter you can use to filter by MSU section number (not CRN). However, if the student had the same course in different semesters, and the same section number on each of those courses, this would not work. It must be a three-digit number when entering a numerical section (i.e. use 004 instead of 4). The qualifier is DW Section.

With	Qualifier: DW Section ⌄	Operator: equal to ⌄	Value: 003

Filtering by Term

This is a filter you would use when the courses in question were completed in different terms (semesters). The term format must be Banner term format which is a six-digit number that is entered in the following format: First four digits (year); last two digits (semester indicator: 20 for spring, 30 for summer, 40 for fall). The qualifier is DW Term.

With	Qualifier: DW Term ⌄	Operator: equal to ⌄	Value: 202340

Filter by Title (Course Title)

This is a filter you can use to delineate between MSU (not transfer) course titles. This is used on variable topic courses where the department changed the displayed course title when the course was built. It is recommended to copy and paste this from the audit as the value must be an exact match.

With	Qualifier: DW Title ⌄	Operator: equal to ⌄	Value: Ancient Egypt

Filtering by Transfer Course (Original Institution's Prefix and Number)

This is a filter you can use to delineate between transfer electives. You can get the originating transfer number from the degree audit. It is recommended to copy and paste this number so that you get the exact prefix/number format and spacing. The qualifier is DW Transfer Course.

With	Qualifier: DW Transf... ⌄	Operator: equal to ⌄	Value: ABCD1234

It is recommended to consult with Office of the Registrar staff if additional filtering is needed that is not covered within the above filters. There are some additional filters available in the Qualifier menu, but these are rarely used and may require additional guidance.

Exception Management/Reporting

This allows users with access to run reports to identify exception usage by various criteria. This may be helpful in identifying commonly entered exceptions, exception volume by exception processor, and in monitoring appropriate exception application by block type.

To open Exception Management, hover over the Admin tab located at the top of the degree audit. This can be accessed from Worksheets or Exceptions. This will open a sub-menu. Click "Exception Management."

This will open the Exceptions Report search criteria box. Available search criteria include the following:

- Show exceptions from: Values include Last week, Last 30 days, Last 6 months, Last year, Show all.
- Show exception type: Values include the five different exception types.
- Status filter: Users should leave this on Show all statuses. Other filters are to find broken exceptions.
- Exceptions created by ID: This is used when you want to find exceptions entered by a specific individual. The ID used is BearPass number (M-number).
- Exceptions on student ID: This is used when you want to pull a list of exceptions for a specific student. The ID used is BearPass number (M-number). This is also viewable on the student's degree audit.
- Exceptions on requirement ID: This is used to find requirements that have been entered against a specific Scribe block. You must know the block's ID (or RA number) to use this filter. This value can be looked up in Scribe, or the block ID's found on a specific student's degree audit can be obtained in the Diagnostics Report available on the student's Worksheets tab.

You can use multiple filters at a time. For example, you could search for the exceptions done during the last 6 months by a specific user against a specific Scribe block. After selecting the desired criteria, click the "Run Exceptions Report" button. You can clear your criteria for a new search by clicking the Reset link.

Exception Management

Exceptions Report

Exceptions Report

Enter your search criteria

Show exceptions from	Show exception type	Status filter
Last 30 days	Show all	Show all statuses

| Exceptions created by ID | Exceptions on student ID | Exceptions on requirement ID |

Reset   **RUN EXCEPTIONS REPORT**

This will open a report of the exceptions fitting the selected criteria. Just below the filter, the user will have the option to select "Show Exception Details" or "Show Requirement Block Counts." Click the desired format, which is described below, by selecting the corresponding radio button.

Reset   **RUN EXCEPTIONS REPORT**

◉ Show exception details   ○ Show requirement block counts

These reports cannot be exported into a .CSC or .XLSX format, so they can be used online only.

Show Exception Details

This view is designed to give the user a detailed description of each individual transaction that meets the filter criteria. Data listed includes the creation date, creator ID, Scribe block ID, student who received the exception, the exception type, and description. An expansion arrow at the right side of the row allows the user to expand the entry to see greater description.

Created on ↑	Created by	Requirements	Type/Value	Label tag	Student ID	Type	Status	Description	
03/31/2021	████	RA003852	MINOR / CHE2	22.51	████	NN	OK	Added 2 course for Chem minor residency	⌄
03/31/2021	████	RA003852	MINOR / CHE2	22.51	████	AA	OK	Allow CHM 399 to apply here-CHEM minor resi…	⌄
04/08/2021	████	RA000039	DEGREE / BA	1.1	████	NN	OK	300 credits	⌄
04/22/2021	████	RA003363	MAJOR / ANSC	13	████	RR	OK	Replace AGR 300 with CHM 201-Animal Science major	⌃

Block title	Major in Animal Science
Type	Substitute
Status	OK - applied to audit successfully

Show Requirement Block Counts

This view is designed to give the user an aggregate summary of the number of transactions that meet the filter criteria. An expansion arrow at the right side of the row allows for exception to see a breakdown of applied exceptions by requirement label ID.

Requirements	Type/Value	Block title	Count ↓	
RA003852	MINOR / CHE2	Minor in Chemistry	2	⌃

Label tag	Count
22.51	2

Requirements	Type/Value	Block title	Count ↓	
RA003363	MAJOR / ANSC	Major in Animal Science	1	⌄
RA000039	DEGREE / BA	Degree in Bachelor of Arts	1	⌄

Section 5: Student Educational Planner (SEP) Template Management

NOTE: Program-specific templates were primarily discontinued effective November 2020, but this section remains in the guide for maintenance of existing templates and in case program-specific templates are utilized in the future.

The purpose of an SEP template is to contain the general academic plan of a program's current curriculum so that students may use it as a starting point to form their individual academic plan. In addition to courses, SEP templates can include prompts for departmental or advisement milestones and instructions including hyperlinks or videos. In this section, you will learn the basics about how a template works and how to maintain and/or create templates for your department's programs.

Template Management Access Location

In Degree Works, click the Admin tab at the top of the page. This will open a sub-menu. Click "Template Management."

Template Management Authorization

In order to access SEP template management, you must be authorized by your department head and must participate in SEP Template Building and Maintenance 101. Users who meet this criteria receive the SEPTEMBU (SEP Template Builder Editor) user key. Users who do not have this key will not see the template management menu.

Current SEP Template Holdings

Between fall 2017 and spring 2019, a default SEP template was created for all undergraduate majors (and options as applicable) for any program that had a published four-year plan. Those four-year plans were compared to the current catalog requirements at the time of the review in order to identify any discrepancies and inefficiencies. Based on the findings, an SEP template was created with the best information available at the time. Therefore, the current template could contain an issue and/or have become outdated by curricular changes that have occurred since the time of that review. Departments were given the option to take over management of these templates or to have the template inactivated. After a year, a review determined that templates were not being maintained and all program templates were inactivated. They have since been deleted.

There are still default general education, Core 42 templates, and a couple of remaining program specific templates which are maintained by the Office of the Registrar.

SEP Template Management Pre-Edit Preparation

Before you begin to edit an SEP template, you must be confident that your existing four year plan (which can be found at https://www.missouristate.edu/provost/degree-plans.htm) is in sync with your most current degree program requirements.

The recommended way to do this is compare your four-year plan to the catalog and literally check off that each item is in place. Some factors to consider as you do this:

- Is each general education requirement addressed? If your department requires any specific general education requirements in the catalog, you will want to specify those in your plan and SEP template, also ensuring that you have not built in both the specific class and left a generic space holder for that area of general education as well.
- Is each major requirement clearly addressed?
- Do you have any "hidden graduation requirements?" An example of this would be your program requires students to take ABC 124. ABC 123 is a prerequisite for this course but is not a general education course or listed in your major requirements, so students really need it, but it's not listed anywhere. In the long term, this should be addressed in your curricular requirements.
- Do you have extra courses included that are not listed in your program requirements?
- Have you accounted for minors and/or degree requirements (such as BA degree requirements)?
- Have you accounted for the 120 minimum credits and 40-hour upper division requirements?
- Have you mentioned any opportunities to double-count courses (such as the HST 103/104 and Philosophy BA degree requirements and General Education requirements)?

It is extremely helpful in the SEP template management process to work out any discrepancies in advance so you have a clear picture of what you want to build in the template. This includes any advice you may wish to provide related to a course or the ability to double-count a course as these types of communications can be built into your SEP template.

You will also want to work with the person in your department who maintains your department web page to ensure any four-year plan changes are also made online on your four-year plan page. While the address above is a central depository page housed by the Office of the Provost, the actual plan is housed on your departmental web pages and can be changed by your department's website manager.

SEP Template Naming Convention

When the "Browse Templates" screen is open, columns can be sorted. However, the default display is alphabetical by description. The name convention for SEP templates is:

Level (UG/GR)-<Major title><Degree>/<Option title if applicable> (General education effective term)

It is important to follow the naming convention to make it easy for users to find the needed template.

SEP Template Management Browse Template Columns

Below is a chart that describes the columns found when opening SEP Template Management. This is based on the default "flat view." The alternative "tree view" is not recommended.

Header	Value In The Column	Additional Notes
Description	SEP template title per naming convention	
Level	UG or GR	
Major	4-digit major code as applicable	General templates such as general education or Core 42 created to serve multiple majors will use 0000 (undecided) by default.

Degree	Applicable degree type	
Catalog Year	Banner catalog year (Year followed by 20 for SP, 30 for SU, 40 for FA)	This value should be the beginning date from which this template should be considered valid. For example, if a program changed requirements effective fall 2017 and nothing has changed since that time, the catalog term should be 201740 so users know if they are on the fall 2017 or later catalog that they are safe to use this template.
Term Scheme	Term scheme title selected from drop down menu. This dictates the number of semesters and type of semesters (SP/SU/FA) found in the template.	See the SEP Term Schemes section later in this document for a description of the available scheme types.
ID	This is a unique ID number assigned to a template when it is saved for the first time.	
Who	BearPass number (M-number)	This is the last user to edit the template.
What	SEP	Will fill in by default when saved.
Modified	Date	This was the last date a change was saved to the SEP template.

How to Open an SEP Template

Click on the name of the template you wish to open in the Description column. You may navigate pages using the page navigation buttons at the bottom of the search, by typing part of the template title in the "Search by template description" search box, or by using the Advanced search link (located below the "Search by template description" search box) to filter criteria.

Template Management

List of templates

Search by template description 🔍   NEW TEMPLATE

Advanced search   ⦿ Flat view ◯ Tree view

Description ↑	Level	Major	Degree	Catalog year	Term scheme	ID	Who	What	Modified	
UG-General Education (Effective fall 2014)	UG	0000	BS	201440	COMPLETE_SCHEDULE_SEMESTERS	T0000012	M00096698	DASH	05/07/2020	🗑
zy-UG-General Education (Effective fall 1997)	UG	0000	BS	200940	COMPLETE_SCHEDULE_SEMESTERS	T0000003	M00096698	SEP	06/10/2019	🗑

⏮ ‹ Page 1 of 1 › ⏭   Total results: 2

How to Revise an Existing SEP Template

Open the existing template for this program by clicking on the title in the description column.

List of templates

Search by template description
UG-Jelly

Advanced search

○ Flat view ○ Tree view

NEW TEMPLATE

Description ↑	Level	Major	Degree	Catalog year	Term scheme	ID	Who	What	Modified	
UG-Jellybean Studies	UG	0000	BS	202040	COMPLETE_SCHEDULE_SEMESTERS	T0000262	M00096698	DASH	06/25/2020	🗑

|◁ ◁   Page [1] of 1   ▷ ▷| Total results: 1

Change the "Catalog Year" to the first semester that the upcoming changes will be applicable. For example, if this is based on curriculum changes going into effect in fall 2020, you will change the catalog year to fall 2020. To do this, click on the Edit Template icon (pencil) to the right of the template title. This will open the Edit Template box. Change the Catalog Year field and click the Save button in the lower left portion of the Edit Template window.

UG-Jellybean Studies ✎ ▢

Edit Template ✕

Description *
UG-Jellybean Studies

Template ID
T0000262

Term scheme
COMPLETE_SCHEDULE_SEMESTERS

☑ Active

Required template tags

Level *
Undergraduate

Major *
Undeclared

Degree *
Bachelor of Science (BS)

Catalog Year *
Fall 2020

Optional template tags ⌄

CANCEL SAVE

Make any applicable changes. Changes within the SEP template parallel the types of changes students/advisors can make to individual SEP plans. See section 3 of this document for information on the type of requirements that may be entered within a template. Remember to review any notes within the plan to ensure they are still applicable depending on if any of them are in a course the change would affect. As you make changes, it automatically saves after each transaction. You will see a gray Template Updated message in the upper-right corner of the page.

If this template is not already active, you will need to make it active for it to become visible to students. Conversely, while you are working on it, you may wish to make it inactive until you finish it so that only you can see it. The Active checkbox is found in the Edit Template box where you updated the catalog year. Click the Save button when the active box is checked/unchecked as desired.

Edit Template

Description *
UG-Jellybean Studies

Template ID
T0000262

☑ Active

How to Create a New Program Template by Copying from an Existing Template

Open the existing template for the program you wish to clone to make the new program template. You would want to select a template that has significant similarity to the new program.

Once open, click the "Save as copy" link which is located between the template header block and the main template display.

Catalog year   Fall 2020

College   Undergraduate College/Provost

Active Yes

Last updated: ⬛⬛⬛⬛ on 04/23/2021
Change term scheme   Save as copy   Delete template

☰   〈 〉

〈   **Requirements**   〉

This is open the Save as Copy box. Enter the name of the new program template and click the Save button.

Save As Copy   ✕

Please enter a unique template description.

Description *
UG-Bubble Gum Studies

CANCEL   **SAVE**

Click on the Edit Template icon (pencil) to the right of the template title. This will open the Edit Template box. Uncheck the "Active" checkbox and "Save."

Edit Template   ✕

> Description *
> UG-Bubble Gum Studies

> Template ID
> T0000263

> Term scheme
> COMPLETE_SCHEDULE_SEMESTERS

☑ Active

Open the Edit Template icon again. Change the Degree, Major, and Catalog Year fields as applicable. The catalog year would be the term in which the new program begins. When finished, click the Save button.

On occasion, you may need to change the term scheme (number and/or types of semesters). do this by selecting the term scheme needed from the "Change Term Scheme" button, which is also found within the Edit Template box. See the "SEP Template Term Scheme" section of this documentation for information on how to change this if needed.

Edit Template   ✕

> Description *
> UG-Bubble Gum Studies

> Template ID
> T0000263

> Term scheme
> COMPLETE_SCHEDULE_SEMESTERS

☑ Active

Required template tags

> Level *
> Undergraduate ⌄

> Major *
> Undeclared ⌄

> Degree *
> Bachelor of Science (BS) ⌄

> Catalog Year *
> Fall 2020 ⌄

Optional template tags   ⌄

                                              CANCEL   SAVE

You are now ready to begin placing courses. First, arrange the general education courses by clicking and dragging them to the corresponding semesters. In situations where a specific general education course is required, start by dragging the general category that course is part of to the corresponding semester for later adjustment.

Add the remaining courses, choices, and placeholders needed. All courses and choices should be marked as critical, have the minimum credits added, and the minimum grade assigned (which is D by default unless there is a specific higher grade required.) As you arrive in semesters where a specific general education course is needed, add the needed course separately. Copy the note information from the general education section to the note portion of the specific course. Uncheck the "general" general education item as critical and drag it to the end of the semester section.

When you are sure you no longer need the "general" general education listing where a specific course is required, you can delete them by clicking on their ellipse button and choosing "Delete this requirement"

from the sub-menu. It is recommended to keep them until the end to make sure they are not needed anymore. If you will be copying from this template for additional options and/or degree types, it is recommended to hold them over if you think they might be needed on another version.
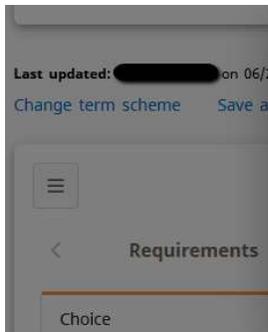
SEP Template Term Schemes

On occasion, you may need to change the number or types of semesters found in a SEP template. There are a number of existing term schemes already in place as described below.

Degree Works Student Educational Planner Schedule Semesters Templates (SEP002: Template Term Schemes)

Template Name	FA 1	SP 1	SU 1	FA 2	SP 2	SU 2	FA 3	SP 3	SU 3	FA 4	SP 4	SU 4	FA 5	SP 5	SU 5
3YFASPSU	●	●	●	●	●	●	●	●	●						
5YRSSPFA	●	●		●	●		●	●		●	●		●	●	
7SFASPSU	●	●	●	●	●	●	●								
9SEMSPSU	●	●		●	●		●	●		●	●		●		
BNURSING	●	●		●	●	●	●	●	●	●	●				
COMPLETE	●	●		●	●		●	●		●	●				
CONSTMGT	●	●		●	●		●	●	●	●	●				
GRADUATE	●	●		●	●										

Keep in mind that the name of the template is not important. The important part is that the template contains the semesters you need. For example, if you need a template that has four fall and spring semesters plus a summer semester between spring 3 and fall 4, it's fine to use the "Constmgt" scheme template even if your major is not Construction Management.

Prior to changing term schemes, make sure all courses and items are located on a semester that will remain. For example, if you are replacing a standard 8 semester plan with a 7 semester plan, all items on semester 8 (such as the exit exam and Apply to Graduate video) would be lost unless they are first moved up within the first 7 semesters prior to the term scheme change.

With this in mind, if you need to change term schemes, click the "Change term scheme" link which is located between the template header block and the main template display. Once opened, select the template you wish to use and click Save. If this term scheme only adds semesters to the existing semesters, it will automatically save. If this term scheme results in the deletion of a semester found on the current term scheme, there will be a warning message.

Change Term Scheme   ✕

Please select a term scheme to determine the terms that will be populated on your template.

Term scheme *
COMPLETE_SCHEDULE_SEMESTERS   ⌄

CANCEL   SAVE

Confirm   ✕

The term scheme you have selected has fewer terms than the scheme already assigned to this template. If you click "Yes" to proceed with this change, you will lose any notes and requirements attached to these terms. If you click "No", the term scheme will not be changed.

NO   YES

If you have the need for a scheme template that is not currently available, contact the Associate Registrar-Degree Programs and Advisement Support in the Office of the Registrar to build a new scheme template for you as it must be built on a SEP002 table in Degree Works maintenance by Office of the Registrar staff.

SEP Template Requirements and Notes

The type of requirements available in an SEP template mirror those available to a student building their own SEP plan. Please see the SEP Requirement Types portion of the "How to Use the Student Educational Planner (SEP)" section of this documentation.

You can add additional detailed notes to any course, choice, placeholder, or test score requirement. This is not intended to replace the student's Advising Notes. This should be additional supplemental information related to the requirement to which the note is attached.

To do this, click on the notepad in the bottom right corner of the requirement to which you want to add the note.

ACC 211
Credits: 3.0
Minimum grade: D

This will open a Requirements Notes box. If there is no existing note, it will have a button you can click to add a new note.

Requirement Notes ✕

There are no notes.

ADD A NEW NOTE

Type the note you wish to add (or paste in text you have copied from something else). Click the "Copy to plan" checkbox. Click the "Save Note" button when finished.

Add a new note ✕

Add description
This is my example template note.

☑ Copy to plan ☐ Internal on plan

CANCEL SAVE NOTE

To edit an existing template note, click on the Notes icon. Click the Ellipse icon (three dots) on the right side of the Requirement Notes box.

Requirement Notes ✕

Created on 04/23/2021   ⋮

By ▬▬▬▬▬   **Copy to plan**   **Internal on plan**
●   Yes   No
This is my example template note.

ADD A NEW NOTE

This will open a sub-menu where you will have the option to edit or delete the note. If you wish to edit it, click the "Edit note" link, which will take you to the note box where you can edit and save.

If you wish to delete the note, click the "Delete note" link. There will be a confirmation message to make sure you wish to permanently delete the note. Click the "Delete Note" button.

Putting a hyperlink into a SEP template is no longer supported in the current version of SEP. In earlier versions, it used to be done through HTML like the below example.

This information is only kept in the guide should HTML capability be reintroduced in a future version. For this reason, it is recommended to add web addresses as plain text which the student can copy and paste in their web browser.

Template Deactivation

If an academic department decides to no longer maintain a SEP template, it is important that is is deactivated. To do this, please contact the Office of the Registrar to arrange to have the template inactivated. You do have access to do this independently, but there are some additional steps behind the scenes that Office of the Registrar staff need to complete related to the naming convention and SEP template maintenance tracking.

Section 6: Transit Functions

Transit is a tool used to manage some of the various administrative Degree Works functions. The following section contains instructions on how to run the most commonly used of these functions. Jobs can be run on-demand, one-time scheduling, or recurring scheduling (daily, weekly, monthly, yearly).

Loading a Former Student into Degree Works (RAD30)

There are two reasons that a student may not be loaded into Degree Works:

1) The student has not attended MSU in the timeframe of students currently migrated into Degree Works.
2) The student was newly admitted today, and the overnight process has not run yet to load the student into Degree Works. When the student's new SGASTDN is created, an overnight process loads the student into Degree Works the following evening.

The below procedures walk the user through how to extract a student from Banner into Degree Works.

After logging into Degree Works, on the Run Jobs tab, select RAD30 in the "Report or processor" drop-down menu.

Below the selection menu, click the SIS ID radio button and enter the BearPass number (M-number) of the student you wish to add to Degree Works. Click the "Add SIS ID" button. **Never select the Default SQL File radio button as this would cause all students to be reextracted into Degree Works, potentially tying up the Degree Works system for days.** Click the "Find" button to ensure that 1 result is found. Click Launch.

At this point, it will automatically go to the Manage Completed Jobs tab. At first your job will appear with a status of Pending. You can refresh the page using the refresh icon to the right of the Filter by Program box. Refresh until the job appears with a Done status.

At this point, you should now be able to find the student in Degree Works. If this is a returning student who previously attended MSU but has not yet reapplied to return to MSU, it will reflect curricular information from their past attendance. New changes would not pick up until the student has been readmitted in the future, but at least the student can be found for using the "what-if" audit. Newly admitted students who have not attended MSU previously will have their future curricular information ped up in their degree audit.

Finding Course Usage Within Degree Audit Scribe Programming (SCR02)

Another useful function within Transit is the ability to run a report to find the Scribe blocks in which a particular course is used. This can be helpful in situations where a course has changed prefix/numbers, when a course has been deleted, or just when a academic department wants information on programs that use one of their courses.

After logging into Degree Works, on the Run Jobs tab, select SCR02 in the "Report or processor" drop-down menu.

Transit

Run Jobs   Completed Jobs   Scheduled Jobs   Saved Jobs   Sequences

Transit allows you to launch batch reports and processors. To begin, select the program you'd like to run.

Report or processor
SCR02 - Find blocks where this COURSE i...

Saved job parameters
None

Below the selection menu, enter the course code (or prefix) in the "Enter the course discipline" box. Enter the course number in the "Enter the course number" box. Click the "Launch" button.

Transit allows you to launch batch reports and processors. To begin, select the program you'd like to run.

Report or processor
SCR02 - Find blocks where this COURSE is refe...

Saved job parameters
None

Questions

Enter the course discipline *
PSY

Enter the course number
121

LAUNCH   SCHEDULE

At this point, it will automatically go to the Manage Completed Jobs tab. At first your job will appear with a status of Pending. You can refresh the page using the refresh icon to the right of the Filter by Program box. Refresh until the job appears with a Done status. Click the arrow at the end of the job row to open the report menu. Click View (the eye icon) for the Report line.

Manage Completed Jobs

Filter by Program / Status / Job Number

	Job Number ↓	Program	Status	Run Date		
☐	338	SCR02 - Find blocks where this COURSE is referenced	Done	11/09/2023, 11:56 AM CST	ⓘ	⌃
		Report - scr02.report	👁 ⤓			
		Log File - scr02.job.out	👁 ⤓			

This will open the report. The report will list the block ID, block type, block value, and block title of each Scribe block where the course is used. If you need to print, it is recommended to copy and paste the data into a Word document. You can download into Notepad if this is easier for you to copy. Examples of situations where this report is used can be found in the Curricular Processing section of this guide.

SCR02 - Find blocks where this COURSE is referenced   ✕

Blocks found referencing course = PSY 121

BlockID	Type	Value	Title	CatYr
RA000979	MAJOR	AEMG	Major in Agricultural Business/Ag Enterprise Mgt	20074
RA000978	MAJOR	AEMG	Major in Agricultural Business/Ag Enterprise Mgt	20114
RA000253	MAJOR	AEMG	Major in Agricultural Business/Ag Enterprise Mgt	20144
RA000977	MAJOR	AFMG	Major in Agricultural Business/Ag Finance and Mgt	20074
RA000976	MAJOR	AFMG	Major in Agricultural Business/Ag Finance and Mgt	20114
RA000256	MAJOR	AFMG	Major in Agricultural Business/Ag Finance and Mgt	20144
RA000985	MAJOR	AGED	Major in Agriculture Education	19974
RA000984	MAJOR	AGED	Major in Agriculture Education	20114
RA001072	MAJOR	AGED	Major in Agriculture Education	20134
RA000273	MAJOR	AGED	Major in Agriculture Education	20144
RA000993	MAJOR	AGGE	Major in General Agriculture/Agriculture	19984
RA000992	MAJOR	AGGE	Major in General Agriculture/Agriculture	20114
RA000284	MAJOR	AGGE	Major in General Agriculture/Agriculture	20144
RA000999	MAJOR	AMAS	Major in Agricultural Business/Ag Market and Sales	20074
RA000998	MAJOR	AMAS	Major in Agricultural Business/Ag Market and Sales	20114
RA000260	MAJOR	AMAS	Major in Agricultural Business/Ag Market and Sales	20144
RA001142	MAJOR	ATHL	Major in Athletic Training	20104
RA001141	MAJOR	ATHL	Major in Athletic Training	20114
RA000697	MAJOR	ATHL	Major in Athletic Training	20144
RA002102	MAJOR	ATHL	Major in Athletic Training	20154
RA001279	MAJOR	AUDO	Major in Com Sci and Disorders/Audiology	20094
RA001278	MAJOR	AUDO	Major in Com Sci and Disorders/Audiology	20124
RA001277	MAJOR	AUDO	Major in Com Sci and Disorders/Audiology	20134
RA000400	MAJOR	AUDO	Major in Com Sci and Disorders/Audiology	20144
RA003249	MAJOR	AUDO	Major in Com Sci and Disorders/Audiology	20174
RA003918	MAJOR	AUDO	Major in Com Sci and Disorders/Audiology	20194
RA001214	MAJOR	CAFD	Major in Child and Family Development	20094
RA001212	MAJOR	CAFD	Major in Child and Family Development	20104
RA000359	MAJOR	CAFD	Major in Child and Family Development	20144
RA000620	MAJOR	CDOF	UG Certificate in CODE II: The Officer	20144
RA001940	MAJOR	CHCD	Major in Child & Family Development/Child Develop	20154
RA003233	MAJOR	CHCD	Major in Child & Family Development/Child Develop	20174
RA001942	MAJOR	CHCL	Major in Child & Family Development/Child Life	20154
RA003234	MAJOR	CHCL	Major in Child & Family Development/Child Life	20174
RA001939	MAJOR	CHFS	Major in Child & Family Development/Family Studies	20154
RA003235	MAJOR	CHFS	Major in Child & Family Development/Family Studies	20174
RA001941	MAJOR	CHYD	Major in Child & Family Development/Youth Develop	20154
RA003236	MAJOR	CHYD	Major in Child & Family Development/Youth Develop	20174
RA000995	MAJOR	COGE	Major in General Agriculture/Ag Communications	19984
RA000994	MAJOR	COGE	Major in General Agriculture/Ag Communications	20114
RA000290	MAJOR	COGE	Major in General Agriculture/Ag Communications	20144
RA002125	MAJOR	COMA	Major in Construction Management	20074
RA001125	MAJOR	COMA	Major in Construction Management	20094

COPY   DOWNLOAD

Finding Text Usage Within Degree Audit Scribe Programming (SCR10)

Another useful function within Transit is the ability to run a report to find the Scribe blocks in which a particular piece of text is used. This can be helpful in situations where a text term has been changed that might be in the audit outside of a particular course requirement.

After logging into Degree Works, on the Run Jobs tab, select SCR10 in the "Report or processor" drop-down menu.

Transit

Run Jobs | Completed Jobs | Scheduled Jobs | Saved Jobs | Sequences

Transit allows you to launch batch reports and processors. To begin, select the program you'd like to run.

Report or processor
SCR10 - Find blocks where this text is re...

Saved job parameters
None

Below the selection menu, enter the text you wish to find in the "Enter test you want to find. This search is case sensitive" box. Click the "Launch" button.

Transit allows you to launch batch reports and processors. To begin, select the program you'd like to run.

Report or processor
SCR10 - Find blocks where this text is referenc...

Saved job parameters
None

Questions

Enter the text you want to find. This se... *
Core 42

LAUNCH | SCHEDULE

At this point, it will automatically go to the Manage Completed Jobs tab. At first your job will appear with a status of Pending. You can refresh the page using the refresh icon to the right of the Filter by Program box. Refresh until the job appears with a Done status. Click the arrow at the end of the job row to open the report menu. Click View (the eye icon) for the Report line.

Manage Completed Jobs

Filter by Program / Status / Job Number

	Job Number ↓	Program	Status	Run Date		
☐	338	SCR02 - Find blocks where this COURSE is referenced	Done	11/09/2023, 11:56 AM CST	ⓘ	⌃
		Report - scr02.report	👁	⛁		
		Log File - scr02.job.out	👁	⛁		

This will open the report. The report will list the block ID, block type, block value, and block title of each Scribe block where the course is used. If you need to print, it is recommended to copy and paste the data into a Word document. You can download into Notepad if this is easier for you to copy. Examples of situations where this report is used can be found in the Curricular Processing section of this guide.

SCR10 - Find blocks where this text is referenced ✕

```
Blocks found referencing text = Core 42

BlockID       Type            Value           Text
========      =============   =============   ==================================================================
RA000039      DEGREE          BA              Label 8.5 "Core 42 Requirements"
RA000039      DEGREE          BA              Label 8.6 "Core 42 Requirements-Transfer Equivalency Self S
RA004062      DEGREE          BA              Label 8.5 "Core 42 Requirements"
RA004062      DEGREE          BA              Label 8.6 "Core 42 Requirements-Transfer Equivalency Self S
RA004062      DEGREE          BA              Label 11.50 "Core 42 Requirements-In-State AA Degree"
RA004062      DEGREE          BA              Label 11.51 "Core 42 Requirements-Previous Bachelor Degree"
RA004062      DEGREE          BA              Label 11.52 "Core 42 Requirements-In-State Gen Ed Block Com
RA004062      DEGREE          BA              Label 11.53 "Core 42 Requirements-Out of State AA Degree"
RA004062      DEGREE          BA              Label 11.54 "Core 42 Requirements-42 Hour Block Complete"
RA004062      DEGREE          BA              Label 11.55 "Core 42 Requirements-AAT Degree"
RA004062      DEGREE          BA              Label 11.56 "Core 42 Requirements-Core 42 from Other Instit
RA004062      DEGREE          BA              Label 11.56 "Core 42 Requirements-Core 42 from Other Instit
RA000426      DEGREE          BAS             Label 8.5 "Core 42 Requirements"
RA000426      DEGREE          BAS             Label 8.6 "Core 42 Requirements-Transfer Equivalency Self S
RA004070      DEGREE          BAS             Label 8.5 "Core 42 Requirements"
RA004070      DEGREE          BAS             Label 8.6 "Core 42 Requirements-Transfer Equivalency Self S
RA000421      DEGREE          BFA             Label 8.5 "Core 42 Requirements"
RA000421      DEGREE          BFA             Label 8.6 "Core 42 Requirements-Transfer Equivalency Self S
RA004065      DEGREE          BFA             Label 8.5 "Core 42 Requirements"
RA004065      DEGREE          BFA             Label 8.6 "Core 42 Requirements-Transfer Equivalency Self S
RA001452      DEGREE          BGS             Label 8.5 "Core 42 Requirements"
RA001452      DEGREE          BGS             Label 8.6 "Core 42 Requirements-Transfer Equivalency Self S
RA004072      DEGREE          BGS             Label 8.5 "Core 42 Requirements"
RA004072      DEGREE          BGS             Label 8.6 "Core 42 Requirements-Transfer Equivalency Self S
RA000423      DEGREE          BME             Label 8.5 "Core 42 Requirements"
RA000423      DEGREE          BME             Label 8.6 "Core 42 Requirements-Transfer Equivalency Self S
RA004067      DEGREE          BME             Label 8.5 "Core 42 Requirements"
RA004067      DEGREE          BME             Label 8.6 "Core 42 Requirements-Transfer Equivalency Self S
RA000422      DEGREE          BMUS            Label 8.5 "Core 42 Requirements"
RA000422      DEGREE          BMUS            Label 8.6 "Core 42 Requirements-Transfer Equivalency Self S
RA004066      DEGREE          BMUS            Label 8.5 "Core 42 Requirements"
RA004066      DEGREE          BMUS            Label 8.6 "Core 42 Requirements-Transfer Equivalency Self S
RA000001      DEGREE          BS              Label 8.5 "Core 42 Requirements"
RA000001      DEGREE          BS              Label 8.6 "Core 42 Requirements-Transfer Equivalency Self S
RA004063      DEGREE          BS              Label 8.5 "Core 42 Requirements"
RA004063      DEGREE          BS              Label 8.6 "Core 42 Requirements-Transfer Equivalency Self S
RA000427      DEGREE          BSAT            Label 8.5 "Core 42 Requirements"
RA000427      DEGREE          BSAT            Label 8.6 "Core 42 Requirements-Transfer Equivalency Self S
RA004071      DEGREE          BSAT            Label 8.5 "Core 42 Requirements"
RA004071      DEGREE          BSAT            Label 8.6 "Core 42 Requirements-Transfer Equivalency Self S
RA000368      DEGREE          BSED            Label 12.5 "Core 42 Requirements"
RA000368      DEGREE          BSED            Label 12.6 "Core 42 Requirements-Transfer Equivalency Self
RA001984      DEGREE          BSED            Label 12.5 "Core 42 Requirements"
```

COPY   DOWNLOAD

Running a WEBRESTART (SYS11)

For a small number of administrative tasks, it may be necessary to restart the Degree Works web07 daemons. To do this, a functional user can run a web restart through Transit without needing to contact the technical leads.

After logging into Degree Works, on the Run Jobs tab, select SYS11 in the "Report or processor" drop-down menu. Click the "Launch" button.

Run Jobs	Completed Jobs	Scheduled Jobs	Saved Jobs	Sequences

Transit allows you to launch batch reports and processors. To begin, select the program you'd like to run.

Report or processor
SYS11 - Restart the web07 daemons (we...   ⌄

Saved job parameters
None   ⌄

LAUNCH   SCHEDULE

At this point, it will automatically go to the Manage Completed Jobs tab. At first your job will with a status of Pending. You can refresh the page using the refresh icon to the right of the Filter by Program box. Refresh until the job appears with a Done status.

Manage Completed Jobs

Filter by Program / Status / Job Number

	Job Number ↓	Program	Status	Run Date		
☐	340	ADMIN - Administrative tasks	Done	11/09/2023, 12:44 PM CST	ⓘ	^
		Log File - admin.job.out		👁 🖨		

Repeat the above process a second time only this time select "Restart the Web07 daemons (webrestart)" instead.

Run updates for BearPACE (RAD37 and RAD39)

Regularly, Admissions will make changes to the University's Transfer Equivalency Guide. These changes can include the addition of new institutions or changes to equivalencies to existing institutions. In order to get these changes into BearPACE (Transfer Equivalency Self-Service), it's necessary to run two jobs that update these items. The first is RAD37 (Banner Transfer School Extract ETS), which pulls any new institutions into BearPACE. There is no data input needed, so all that is required is to select the job and click launch (or schedule to run at a later date/time). It traditionally takes less than five minutes to complete.

Run Jobs   Completed Jobs   Scheduled Jobs   Saved Jobs   Sequences

Transit allows you to launch batch reports and processors. To begin, select the program you'd like to run.

Report or processor
RAD37 - Banner Transfer School Extract (...

Saved job parameters
None

LAUNCH   **SCHEDULE**

The second is RAD39 (Banner Transfer Equivalency Extract Mappings), which pulls any equivalency changes into BearPACE. There is no data input needed, so all that is required is to select the job and click launch. It traditionally takes approximately 1 hour and 40 minutes to complete.

Another option available (as opposed to running the two jobs independently) for running these two jobs in sequence is to use the Sequences tab, where there is a BearPACE Transfer Equivalency Guide Update sequence built. To use this, click on the Sequences tab and then on the description title.

This will open the Edit job sequence box. Click the Launch button to run immediately, or the Schedule button to schedule this to run at a future date and time. NOTE: This job sequence currently runs in PROD at 4:00 AM each Saturday.

Run batch degree audits for athletics and graduation candidates (DAP22)

This process is used when there is a need to generate a batch of .PDF degree audits for a group of students. The primary times this is used is for athletic compliance processes and for capturing degree audits for final graduates at the conclusion of the graduation clearance cycle.

Before running this job, you must have a list of the M-numbers for which you require .PDF degree audits. For athletics, this is typically obtained through the APEX Athletes by Sport application available through the Registrar Staff Resources Link restricted webpage.
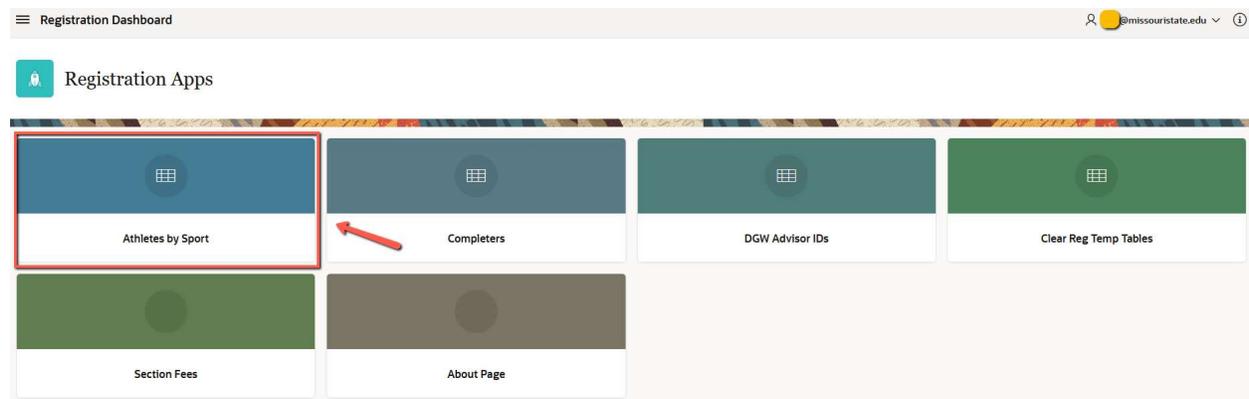
Users can filter by Activity Desc (the sport) and Academic Period Desc (the semester) through the filter listed under the Actions menu. It is recommended to run a .CSV file for each sport on Commencement day and save them to a local file on your computer for use the following week.
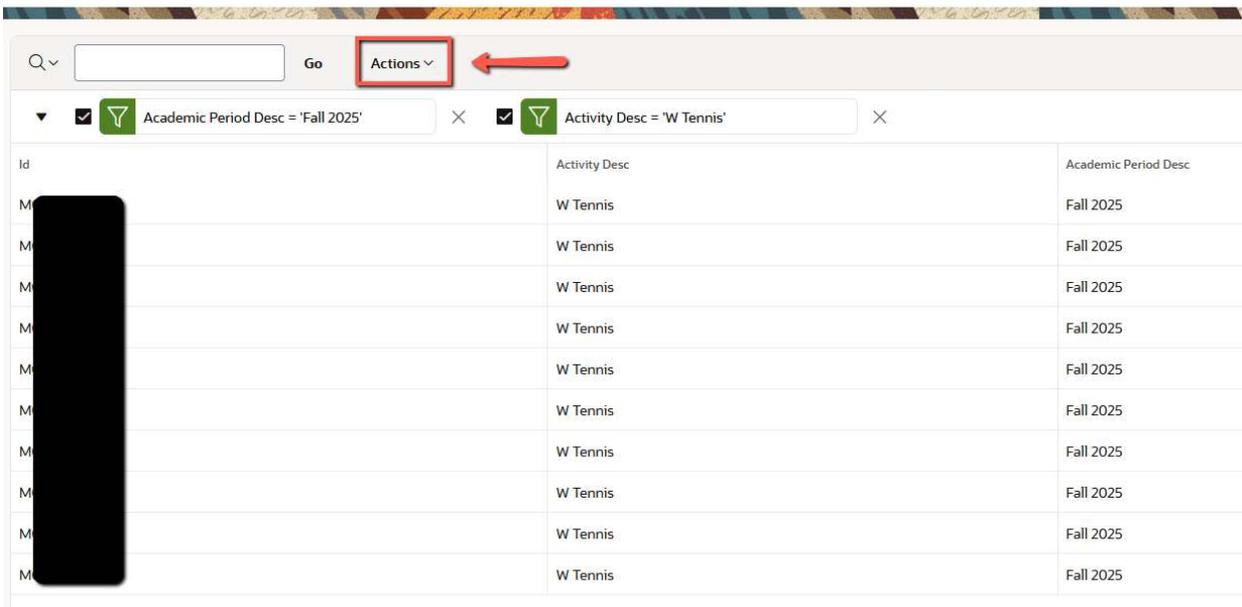
For graduation candidates, this is typically obtained through an ARGOS graduation query. In both cases, you will need to save the file to a .CSV format and will need to delete all columns except the M-number column and will need to delete the header row.

When you select DAP22 from Transit, it will open the input form for adding your selection and output. You can select previously saved job parameters if you wish to run one already saved or you may create a new job parameter set by clicking "New" in the Saved job parameters box.

Existing saved job parameters used by the Office of the Registrar include:

- Athletic Audits-End of Term
- GR Graduation Audits-No Future Classes (these are end of term audits for final GR graduates)
- UG Graduation Audits-No Future Classes (these are end of term audits for final UG graduates)
- UG Graduation Delete Audits (these are end of term audits for UG candidates who did not graduate)

Otherwise, you can leave this part blank. In the Selection Criteria section, you will click the radio button beside "ID File" and use the browse button to select the .PDF file you created.

Next is the Questions section. You will want to ensure that the "Select audit type" dropdown shows Academic Audit selected. You will check the box next to "Create new audits?" Next will be the "Select Level" dropdown. For athletics, you will leave this blank as there could be student-athletes at both the UG and GR level. For graduation candidates, you would select the level associated with the graduates you are trying to generate. For processing efficiency, it's recommended to split into smaller groups such as UG awarded, UG deleted (for getting the problem audits we wish to maintain), and GR awarded. We typically check the "Include In-progress classes?" and "Include Preregistered classes" (except for UG and GR Awarded audits) and do not check "Include Internal Notes" as we do not use those at MSU.

Report or processor
DAP22 - Generate Audits

Saved job parameters
None

Selection criteria

○ Student ID ● ID file ○ Enter SQL ○ Student data

Choose File DAP22Audits.csv

Questions

Select audit type *
Academic Audit

☑ Create new audit?

Select level
UG - Undergraduate

☑ Include In-progress classes?

☑ Include Preregistered classes?

☐ Include Internal Notes?

In the bottom portion, you will leave "Select freeze type" and "Audit description" blank. For "Select Output," you will select Create PDF file. You will leave the "Select PDF page dimensions" on the default value of "LETTER_PORTRAIT." You will leave "Select locale" blank. You will leave the "Select audit report" on the default value of RPT31-Student View. You will leave the "Custom data filter" on the default value of Student. You will check the box to the left of "Create individual output files for each audit" and leave the box to the left of "Build audit results to allow queries against the database (CPA)" blank. In the "Select sort" dropdown, you will select Student Name. You need to leave the box to the left of "Enable debugging" unchecked. When finished, you will click "Launch" to run immediately or "Schedule" to schedule the run to occur at a future date/time.

These jobs can take a considerable amount of time. The largest is typically graduation UG awarded, which can take 6-7 hours to complete for the spring cycle. It's important to make sure that all DAP22 processes are complete before overnight updates begin, so you would not want to begin a process that might take a long time in a late afternoon.

This process can be used for any group of students for which audits are needed provided you can create a .CSV file with the M-numbers of the students you need.

Select freeze type	⌄

Audit description

Select output * Create PDF file	⌄

Select PDF page dimensions * LETTER_PORTRAIT - Letter - Por...	⌄

Select locale	⌄

Select audit report * RPT31-Student View	⌄

Custom data filter * STU - Students	⌄

☑ Create individual output files for each audit?

☐ Build audit results to allow queries against the database (CPA)?

Select sort Student Name	⌄

LAUNCH   **SCHEDULE**

Scheduling a Transit Sequence

In addition to scheduling a single job to run at a specified date/time, multiple jobs can be scheduled to run in sequence. To do this, click on the Sequences tab and then click the "Create New Sequence" button.
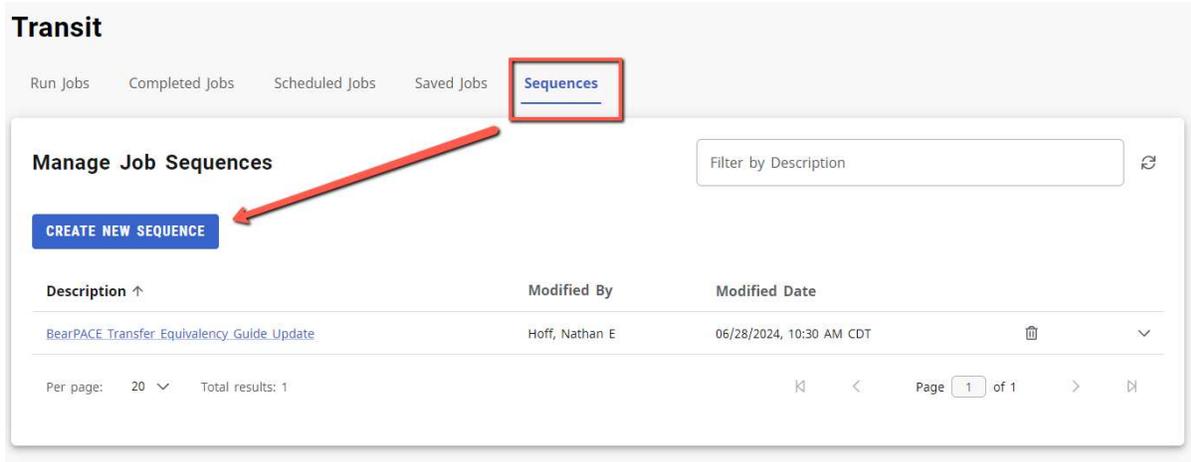
This will open the Create Job Sequence box. In order to utilize this, you must select saved job parameter sequences from your desired jobs. At the end of each row, there is a checkbox (checked by default) that asks if the job sequence should continue if the current job fails. In most instances, you will want to uncheck this box so the next job does not run if the prior job fails. When finished, click the save button.
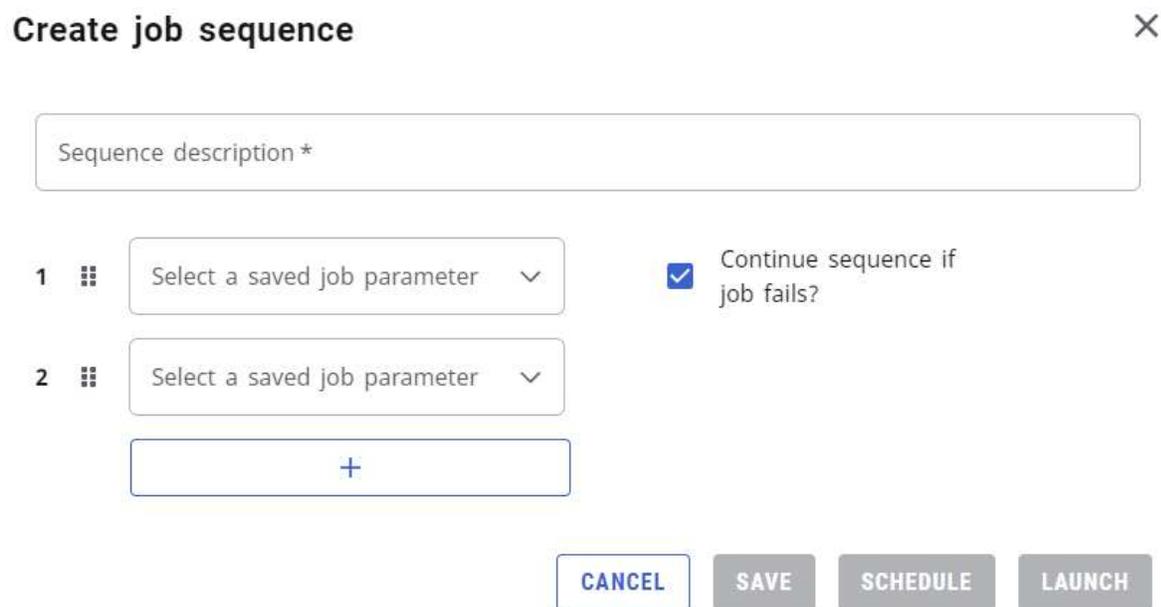
Once you create a sequence, you can open it by clicking on the description title on the Sequence tab. From here, you can update the existing sequence or make changes and save it as a new job sequence.

Edit job sequence ✕

BearPACE Transfer Equivalency Guide Update

1 ⠿ Select a saved job parameter
      RAD37 - RAD37   ⌄

☐ Continue sequence if
   job fails?

2 ⠿ Select a saved job parameter
      RAD39 - RAD39   ⌄

＋

◉ Update existing job sequence

○ Save as new job sequence

Sequence description

CANCEL   SAVE   SCHEDULE   LAUNCH

Section 7: Controller Functions

Access to Controller is restricted to Office of the Registrar supervisors and Computer Services staff who have functional oversight and/or technical responsibilities with Degree Works.

Controller has four sub-menus consisting of Authorization, Properties, Configuration, and Scribe. Each of these functional areas are described below:

Welcome to Controller

⊘ Authorization

Maintain user and group records that control access to Degree Works applications and functionality.

⚙ Configuration

Manage Shepherd settings and UCX tables to configure Degree Works application behavior and define validation data.

🗁 Properties

Localize and translate the text, labels, and messages that appear in Degree Works applications.

📄 Scribe

Code and store degree and program requirements used in Degree Works audit worksheets.

Authorization-Users

This is where a user and group Degree Works security level is maintained. First, select whether you wish to search for a specific user or group.

ⓔ ellucian. HOME AUTHORIZATION CONFIGURATION PROPERTIES

Authorization

Users   Groups
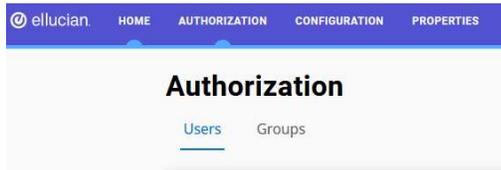
You can search for a user using a "last name, first name" format, but it is recommended to search by their BearPass number (m-number).

Search for users

User name or Access/SSO/DW ID   🔍

After searching, you will see a list of individuals that match your search. Find the user you wish to edit and click the Edit icon (pencil) located on the right side of the row.

Authorization

Users   Groups

Search for users

User name or Access/SSO/DW ID
M▇▇▇▇▇▇   ✕   **ADD NEW USER**

☐ User name ↑	Access ID	Single sign-on ID	Degree Works ID	Logon date	Fail count	Expire date	Modified on		
☐ ▇▇▇▇▇▇	M▇▇▇	▇▇▇▇▇▇	M▇▇▇		02	Never	11/21/2025	✏	🗑

Per page: 20 ⌄   Total results: 1   ⏮ ‹ Page 1 of 1 › ⏭

Advisor (ADV)

Access given to some advisors, deans, department heads on campus and advisors/program coordinators with advanced access need (with permission of dean or department head)

- Ability to view own degree audit if they are a student.
- Ability to view audits for any student.
- Ability to view and edit Student Educational Planner for any student.
- Ability to enter course exceptions.

Access is provided at the point of assignment for department heads and to their designees upon their request. Graduate program coordinators are provided with access at the request of the Graduate College. These requests are made to the Office of the Registrar. Access is granted through the process described in section 4 (Exception Processing) of this guide.

Registrar (REG)

Access given to the Office of the Registrar Staff.

- Ability to view own degree audit if they are a student.
- Ability to view audits for any student.
- Ability to view and edit Student Educational Planner for any student.
- Ability to add course exceptions.
- Ability to control access.
- Access to diagnostic audits and additional Degree Works tools.

Access is granted upon hire to the Office of the Registrar through Controller. If there is a change in role where de-escalation of role is required, we are notified by Information Security and make the change through Controller. The role is scaled back to Student or Advisor without Exceptions as appropriate based on the user's new role and responsibilities. If the role was Advisor (meaning they have exception access), they will need to be additionally removed via the process described in Section 4 of this guide.

Authorization-Groups

This module is where the user keys for each group are managed. The keys are the various types of view and edit permissions maintained in each user group. There is seldom an occasion where this needs to be edited or added. To open a group, use the Search for Groups field. After finding the group you wish to open, click the title of the group from the drop-down menu that will form.

Authorization

Users   Groups

Search for groups

Filter by group or description
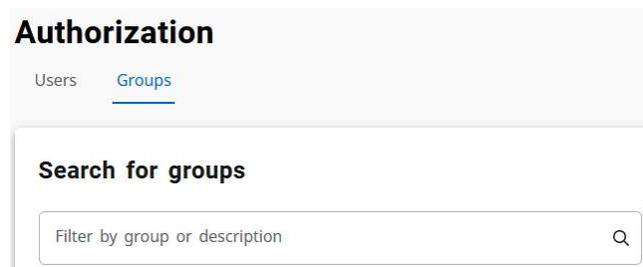
This will open your group search detail. To edit the group, click the Edit icon (pencil) at the end of the search row.

Authorization

Users   Groups

Search for groups

| | | | | 🔍 | ADD NEW GROUP |

You searched for: septe

	Group ↑	Description	Timeout increment	Timeout max	Expire date	Modified on		
☐	SEPTEMBU	SEP Template Builder	01:00	24:00	Never	5/15/2019	✏️	🗑️

| ◁ | ◁ | Page [1] of 1 | ▷ | ▷| | | | Per page: 20 ⌄ | Total results: 1 |

To add an additional key to a group, click the Add Key button in the Group Keys section. To edit an existing key, click the Edit icon beside that key. To delete a key, click the Delete icon (trash can) at the end of the key role. When finished, scroll down and click Save.

Controller

Users   **Groups**   Configuration

Group Details

DELETE GROUP

| Group *
SEPTEMBU | Expire date 📅 |

Valid year range is 1900-2100 else will be considered as never

Description
SEP Template Builder

| Timeout increment | Hrs 1 | Mins 0 | ☐ Never timeout |
| Timeout maximum | Hrs 24 | Mins 0 | ☐ Never timeout |

Group Keys ⌃

| Filter by key or description 🔍 | ADD KEY |

Key ↑	Description	Operator	Expire date		
SEPTADD	SEP - Templates - Create New Template	+	Never	✏️	🗑️
SEPTEDIT	SEP - Templates - Edit templates	+	Never	✏️	🗑️
SEPTMGMT	SEP - Templates - Template Management functionality	+	Never	✏️	🗑️
SEPTNMAD	SEP - Templates - Add template term notes	+	Never	✏️	🗑️

One group that is manually added in addition to a user role on occasion is SEPTEMBU (SEP Template Builder). This group is assigned to users who are permitted to build SEP templates. Because there are users in multiple user classes who need this access, it is provided as a group. To add this group role to a user, you would go to the user's record, scroll to the bottom to the User Groups section, click the Add Group button, and add the SEPTEMBU user group.
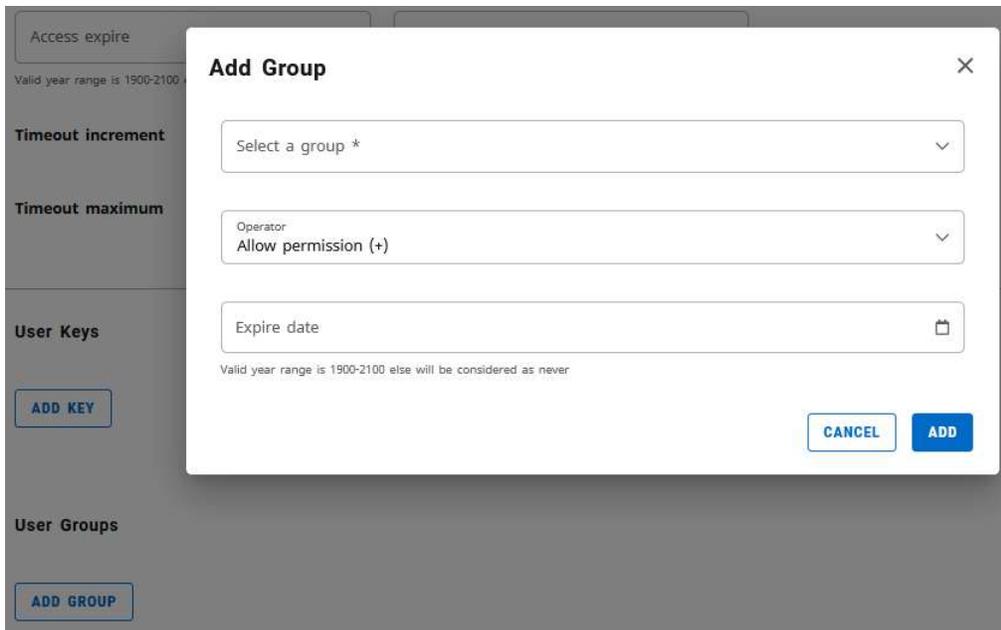
Configuration

This is where the SHP (shepherd) settings and UCX validation tables are managed. These are rules and validation tables that are necessary in the administration of Degree Works. This section will go over some of the most common and/or important tables to update for changes not related to the curricular update process. Tables related to curricular updates will be covered in the Curricular Processing portion of this report.

To search for a UCX table (or SHP setting), click on the Configuration tab and type your search criteria in the "Search for configurations" search box located just under the Controller tabs. This will yield a list of options that meet your search criteria. When you find the one you want, click the right arrow on the right side of the row to open your selection.

Semester Transition Configuration Updates

There are a series of updates that must be done ranging from right after end of term processing through the official closing of a graduation cycle. These processes are explained below:

Banner GTVSDAX Update

This is not technically a UCX validation table update but is an administrative necessity to make the current and future program information work correctly in the degree audit system.

Go to Banner form GTVSDAX. Use filter to find the record with "DGW_LEARNER" as Group, "TERM" as External Code. Change the code to the next graduation processing semester as you officially close a graduation class.

Core.whatif.defaultCatalogYear Update

This configuration setting is to control the semester default in the what-if degree audit.

Open Controller, click on the Configuration tab, and search for the configuration by using search criteria "core.whatif.defaultCatalogYear." Click on it under Configuration.

Open the result using the edit pencil at the end of the row and change the value to the upcoming semester. Save when finished.

STU016 Term Codes Update

STU016 is a validation table where term appearance for Transfer Equivalency Self Service (BearPACE) and the Student Educational Planner are managed.

Open Controller, click on the Configuration tab, and search for the configuration by using search criteria "stu016." Click on it under the drop down menu. Click on it under Configuration.

Configuration

Search for configurations

Shepherd settings keys or UCX tables
stu016   ×   ADD NEW SHEPHERD SETTING

integration.peoplesoft.validationQuery.stu016.clientFrom

integration.peoplesoft.validationQuery.stu016.clientWhere

integration.peoplesoft.validationQuery.stu016.sgheOrderBy

integration.peoplesoft.validationQuery.stu016.sgheSelect

STU016 ←

Search for configurations

Shepherd settings keys or UCX tables
STU016   ×   ADD NEW SHEPHERD SETTING

Type	Configuration ↑
UCX	STU016 Term Codes

For the semester that just ended, change the "Show in Transfer Equivalency Self-Service" value from "B" (Shown on Both Screens) to "Y" (Include in Transfer Equivalency Self-Service transfer classes screen Picklists). Click Save.

STU016 Term Codes

| Term *
202440		
Short Description
Fall 2024	Long Description
Fall 2024	Catalog Year
202440 (Fall 2024)
Term Type
FALL	Show in Transfer Equivalency Self-Service
Show on Both screens	Financial Aid Year
2425
Show in Student Educational Planner Picklist
Yes	Term Start Date in YYYYMMDD format
20240819
Valid year range is 1900-2100 | Term End Date in YYYYMMDD format
20250112
Valid year range is 1900-2100 |
| Transfer Finder Period | | |

Record details

Who: ████████   Timestamp: 11/7/2023 3:41 PM

CANCEL   SAVE

Find the semester that is two years forward (example: if changing fall 2024 in the previous step, find fall 2026). For that semester, change the "Show in Transfer Equivalency Self-Service" value from "N" (Exclude from Transfer Equivalency Self-Services Picklists) to "B" (Shown on Both Screens).

Additionally, if a new academic calendar has been published since the last update, enter the "Term Start Date in YYYYMMDD format" (which is the first day of the semester) and the "Term End Date in YYYYMMDD format" (which is the day before the next semester begins) for any terms that do not have that information currently filled in. Click Save.

STU016 Term Codes

Term *		
202640		

Short Description	Long Description	Catalog Year
Fall 2026	Fall 2026	202640 (Fall 2026) ⌄

Term Type	Show in Transfer Equivalency Self-Service	Financial Aid Year
FALL	Exclude from Transfer Equivalency Self-Service ... ⌄	2627

Show in Student Educational Planner Picklist	Term Start Date in YYYYMMDD format	Term End Date in YYYYMMDD format
Yes ⌄		
	Valid year range is 1900-2100	Valid year range is 1900-2100

Transfer Finder Period

Record details

Who: ▮▮▮▮▮▮   Timestamp: 11/7/2023 3:41 PM

CANCEL SAVE

Other Configuration Tables

BAN080-Dynamic SQL Definitions

This table is used when you wish to pull a data element from Banner and utilize it within Scribe programming. While it is not very common to add to this table, it is important to remember this step in the instances where it is needed.

Open Controller, click on the Configuration tab, and search for the table by using search criteria "BAN080." Open the result using the right-pointing arrow at the end of the row.

Controller

Users	Groups	**Configuration**

Search for configurations

Shepherd settings keys or UCX tables 🔍	ADD NEW SHEPHERD SETTING

You searched for: ban080

Type	Configuration	
UCX	BAN080 Dynamic SQL Definitions	>

|◁ ◁ Page [1] of 1 ▷ ▷| Per page: 20 ⌄   Total results: 1

You will likely have to work with your technical lead to get the SQL information to supply here. Using prior entries as an example, gather all necessary information and enter each key using the Add record button at the top of the table block. Enter each key and click Save on each corresponding entry.

BAN080 Dynamic SQL Definitions   Back to search   Add record   Import   Export

Key ↑	SQL Statement or description			
ACADSTAND:COLUMN	BEARDATA.Z_COMMON_FUNCTIONS_STUDENT.Z_GET_ACADEMIC_STATUS(sgbstdn_pidm, sgbstdn_term_code_eff)	✎	⧉	🗑
ACADSTAND:TABLE	sgbstdn a	✎	⧉	🗑
ACADSTAND:WHERE_1	a.SGBSTDN_TERM_CODE_EFF = (SELECT MAX (b.SGBSTDN_TERM_CODE_EFF) FROM SGBSTDN b WHERE b.SGBSTDN_PIDM = a.SGBSTD	✎	⧉	🗑
DEGREESTATUS:COLUMN	shrdgmr_degs_code	✎	⧉	🗑
DEGREESTATUS:TABLE	shrdgmr	✎	⧉	🗑
DEGREESTATUS:WHERE_1	shrdgmr_degs_code in ('PN','AW','DL',' ')	✎	⧉	🗑

BAN080 Dynamic SQL Definitions

SQL Clause *

SQL Statement or description

Save   Cancel

Before an BAN080 entry goes into effect, you must make a corresponding SCR002 (Custom Data) entry and perform a webrestart.

CFG020-COURSELINK

This table is used when you wish to change a display criterion in the Degree Works CourseLink display.

Open Controller, click on the Configuration tab, and search for the table by using search criteria "CFG020 COURSELINE." Open the result using the right-pointing arrow at the end of the row.

Search for configurations

🔍	ADD NEW SHEPHERD SETTING

You searched for: cfg020 cour

Type	Configuration	
UCX	CFG020 COURSELINK	>

|◁ ◁   Page 1 of 1   ▷ ▷| Per page: 20 ∨   Total results: 1

The Sections Start Term is left blank as MSU has CourseLink configured to show all semesters in which there is a publicly visible class schedule. We set the "Section Term Days Old" to 50 as this generally is a good default number to show the current semester's classes up through the beginning of second-block courses.

CFG020COURSELINK

COURSELINK *
COURSELINK

Sections Start Term

Sections Term Days Old
50
Max: 99, Format: 99

RPT036-Audit Report Formats

This table is used when you wish to change a display criterion in the various types of Degree Works degree audits.

Open Controller, click on the Configuration tab, and search for the table by using search criteria "RPT036." Open the result using the right-pointing arrow at the end of the row.

Search for configurations

		ADD NEW SHEPHERD SETTING
	🔍	

You searched for: rpt036

Type	Configuration	
UCX	RPT036 Audit Report Formats	>

|◁ ◁ Page 1 of 1 ▷ ▷| Per page: 20 ∨   Total results: 1

This will open the list of keys available in the Audit Report Format listing. To open one, click the Edit icon (pencil) located at the right side of the key row.

RPT036 Audit Report Formats   BACK TO SEARCH   ADD RECORD   IMPORT   EXPORT

Key ↑ Title	Show Block Remarks	Show Block Qualifiers	Show Block Exceptions	Show Block Include List	Show Block Advice	Show Rule
RPT30 Registrar Report	Yes	Yes	Yes	Yes	Yes	Yes
RPT31 Student View	Yes	No	Yes	Yes	Yes	Yes

This will open the display option for that key's specific audit template. Make any needed changes in the corresponding drop-down menu and click the "Save" button at the bottom of the page. Some of these are long pages where you will need to scroll to reach the bottom as is contains many more rows than what can be displayed in the screen shot below.

RPT036 Audit Report Formats

Audit Report *
RPT31

Title	Show Block Remarks	Show Block Qualifiers
Student View	Yes	No

Show Block Exceptions	Show Block Include List	Show Block Advice
Yes	Yes	Yes

Show Rule Remarks	Show Rule Qualifiers	Show Rule Exceptions
Yes	No	Yes

Show Rule Advice	Show Rule Requirement Text	Show Rule Courses Applied
Yes	No	Yes

Show Fall-through (Electives) section	Show Insufficient (Failed) section	Show Over-the-limit (Not Counted) section
Y - Show a single section	Yes	Yes

Show In-progress section	Show Notes section	Show Exceptions section
Yes	Yes	Yes

SCR002-Custom Data

This table is used when you wish to use a Banner data element to Scribe against that is outside of the default extracted Banner data elements.

Open Controller, click on the Configuration tab, and search for the table by using search criteria "SCR002." Open the result using the right-pointing arrow at the end of the row.

Information added to this table is traditionally either a test score or an SQL element from BAN080. You can use prior entries as your guide in terms of what to enter. To enter a new key, click the "Add Record" button at the top.

Once it's open, enter the following data items. Click the "Save" button when finished.

Key (Custom Data Item):   This is either the 4-digit test code value or the key from BAN080.
Description: This is just a text description of the key.
Data Element: Enter 1292 for a test score or R323 for a BAN080 entry.
Edit Element 1:   Enter 1291 for a test score or R322 for a BAN080 entry.
Edit Type 1:   Enter EV.
Edit Value 1:   Enter the same entry from the key.

SEP002-Template Term Schemes

This table is used when you wish to build a new term scheme for the Student Educational Planner.

Open Controller, click on the Configuration tab, and search for the table by using search criteria "SEP002." Open the result using the right-pointing arrow at the end of the row.

Search for configurations

	🔍	ADD NEW SHEPHERD SETTING

You searched for: sep002

Type	Configuration	
UCX	SEP002 Template Term Schemes	>

|◁ ＜ Page 1 of 1 ＞ ▷| Per page: 20 ∨   Total results: 1

The key naming convention is very important on this table as having an inconsistent number of characters in the key will through off the corresponding values. Therefore, the format must start with an 8-digit description followed by "_SCHEDULE_SEMESTERS) and conclude with a 3-digit number (Example: 001). User previous term schemes as a guide. You will add a record (using the "Add record" button) for each semester you need to create for the term scheme. Enter the data and click the "Save" button when finished.

Term Scheme ID: <8-Digit Description>_SCHEDULE_SEMESTERS<3-Digit Number>
Literal: <Type of semester>Term<Sequence Number> (Example: Fall Term 1)
Description: Same as Literal
Term Type: <Term in capital letters> (Example: FALL)

SEP002 Template Term Schemes

Term Scheme ID + 3 byte sequence number *

Literal *	Description *	Term type

CANCEL SAVE

SEP006-Test Codes and SEP007-Test Score Sort Order

These tables are used when you wish to add a new test code for use in SEP programming.

Open Controller, click on the Configuration tab, and search for the table by using search criteria "SEP006." Open the result using the right-pointing arrow at the end of the row.

Search for configurations

	🔍	ADD NEW SHEPHERD SETTING

You searched for: sep006

Type	Configuration	
UCX	SEP006 Test Codes	>

|◁ ＜ Page 1 of 1 ＞ ▷| Per page: 20 ∨   Total results: 1

This will open the test code block. To add a new test code, click the "Add Record" button.

SEP006 Test Codes

BACK TO SEARCH | ADD RECORD | IMPORT | EXPORT

Key ↑	Description	Score Length	Score Type	Minimum Valid Score	Maximum Valid Score	Show in SEP Picklist			
0AHP	Honors College-Accelerated	1	A	Y	Y	No	✎	⧉	🗑

This will open the record box to add a new test code. Enter the following values. Click the "Save" button when finished.

Test code:	The 4-digit test code created on STVTESC.
Description:	Text description of the test code purpose.
Score length:	1
Score type:	A
Minimum valid score:	Y
Maximum valid score:	Y
Show in SEP picklist:	Yes or no depending on whether you wish this to be selectable in SEP

SEP006 Test Codes

Test Code *

Description	Score Length	Score Type ⌄

Minimum Valid Score	Maximum Valid Score	Show in SEP Picklist ⌄

CANCEL | SAVE

Click on the Configuration tab, and search for the table by using search criteria "SEP007." Open the result using the right-pointing arrow at the end of the row.

Search for configurations

Shepherd settings keys or UCX tables 🔍 | ADD NEW SHEPHERD SETTING

You searched for: SEP007

Type	Configuration	
UCX	SEP007 Test Score Sort Order	›

|◁ ‹ Page [1] of 1 › ▷| Per page: 20 ⌄   Total results: 1

This will open the test code sort order block. To add a new test code, click the "Add Record" button.

SEP007 Test Score Sort Order   BACK TO SEARCH | ADD RECORD | IMPORT | EXPORT

Key ↑	Sort Order			
0CVC Y	001	✎	⧉	🗑

This will open the record box to add a new test code. Enter the following values. Click the "Save" button when finished.

Test code: The 4-digit test code followed by 8 spaces followed by a Y.
Sort Order: 001

SEP007 Test Score Sort Order

12 byte Test Code + 12 byte Test Score *

Sort Order

CANCEL   SAVE

NOTE: There must be a corresponding SCR002 entry as well.

STU035-Degree Works Catalog Year

This table is used to control the available catalog terms found in Degree Works.

Open Controller, click on the Configuration tab, and search for the table by using search criteria "STU035 Degree Works." Open the result using the right-pointing arrow at the end of the row.

Search for configurations

	Q	ADD NEW SHEPHERD SETTING

You searched for: STU035

Type	Configuration	
UCX	STU035 Degree Works Catalog Year	>

⊲ < Page 1 of 1 > ⊳   Per page: 20 ∨   Total results: 1

This will open the record box to the catalog year terms. To add a new catalog term, click the "Add Record" button.

STU035 Degree Works Catalog Year   BACK TO SEARCH | ADD RECORD | IMPORT | EXPORT

Key ↑	Description	Show in What-If Picklist	Show in Transfer Equivalency Self-Service Picklist	Show in Student Educational Plann			
000000	The Beginning of Time No		No	No	✎	⧉	🗑

Enter the following values. Click the "Save" button when finished.

Catalog year:	4-digit year followed by 20-spring, 30-summer, or 40-fall
Description:	Term and Year (Example: Fall 2020)
Show in Web What-If Picklist:	Yes
Show in TESS Picklist:	Yes
Show in SEP Picklist:	Yes

STU035 Degree Works Catalog Year

Catalog Year *

Description		Show in What-If Picklist	⌄	Show in Transfer Equivalency Self-Service Picklist	⌄

Show in Student Educational Planner Picklist	⌄	Show in Advanced Search Picklist	⌄

CANCEL   **SAVE**

Shephard (SHP) Settings

These are some additional rule settings utilized in Degree Works. It is rare that there is a need to change one as most of them were set up during the original Degree Works implementation. However, there may be times during an upgrade or at the suggestion of an Ellucian Action Line employee where there is a need to alter one of these settings. They can be updated as follows:

Open Controller, click on the Configuration tab, and search for the table by using search criteria that contains part of the title of the SHP setting you need to change. Open the result using the right-pointing arrow at the end of the row.

Search for configurations

	🔍	ADD NEW SHEPHERD SETTING

You searched for: core.whatif

Type	Configuration	
SHP	core.whatIf.changeCatalogYear	>
SHP	core.whatIf.concTiedToMajor	>
SHP	core.whatIf.defaultCatalogYear	>
SHP	core.whatIf.degreeBeforeCollege	>
SHP	core.whatIf.enableCurriculumRules	>

This will open the corresponding SHP rule's value box. Change the value if necessary using the Edit button (pencil icon) located at the right side of the row.

core.whatIf.changeCatalogYear

<div align="right">

ADD SPECIFICATION   BACK TO SEARCH

</div>

This setting defines whether a user can change the Catalog Year field in the What If audit.

Specification ↑	Value	
default	True	✎

Change the value to one of the value choices found in the drop-down menu and click the "Save" button when complete.

core.whatIf.changeCatalogYear

This setting defines whether a user can change the Catalog Year field in the What If audit.

Specification default

Value
True ⌄

<div align="right">

CANCEL   SAVE

</div>

Commonly used shephard settings sets are the following:

- Core.whatif-These are what-if degree audit settings.
- Dash.audit-These are responsive dashboard audit display settings.
- Dash.studentHeader-These are responsive dashboard student header settings.

Properties

These controls are where text, labels, and messages are localized. This was formerly part of Controller. There are several different properties that can be localized as shown in the Language Properties screenshot below.

Language Properties

Search for language properties

Search by name or description 🔍

Name ↑	Description
AcademicGoalsMessages.properties	Labels and messages in the Academic Goals project
ApplicantApiMessages.properties	Validation messages for creating and retrieving applicant data via the Applicant API
ComposerMessages.properties	Labels and messages in the Composer application
ControllerMessages.properties	Labels and messages in the Controller application
CoreMessages.properties	Common messages used in Degree Works applications
DashboardMessages.properties	Labels and messages for the Responsive Dashboard
DashboardServletMessages.properties	Labels and messages in the Dashboard Servlet
DegreeWorksServicesMessages.properties	Messages for articulation and audit generation via the Audit Worksheet and Audit/Articulation APIs
LocalizationMessages.properties	Labels and messages for Language Properties in Controller
PDFAuditMessages.properties	Labels and messages related to the PDF audit generated from Transit and the Responsive Dashboard

The Banner-delivered baseline is located on the left side of the properties item in the Baseline Resource section. The localization you make are entered on the right side of the properties item in the Localized Resource section. To put any localization into effect, you must enable the toggle switch to the left of the save button in the Localized Resource window.

Please consult with the Systems Analyst and DBA who support Degree Works before making changes in Properties if you are not confident in what you are changing. It's always recommended to test any property changes in the TEST system before introducing the change in PROD.

Scribe

Scribe is the component of Degree Works where the requirements blocks are written. Scribe is a proprietary programming language used specifically in Ellucian Degree Works. It is somewhat similar in format to SQL type programming. The scope of Scribe training is vast and is beyond the level of what is covered within this user's guide. Staff members who will be involved in Scribing will need to be trained. Undergraduate scribing is traditionally managed by the Senior Associate Registrar who supervises systems while graduate scribing is managed by the Graduate College. Office of the Registrar Coordinators receive basic Scribe training in order to be able to process Personalized Minor approvals.

As a computer language that must be learned, this is a skill that cannot be easily documented in a guide of this nature. Scribe documentation, training, and videos can be found in the Ellucian Customer Center discussed later in this user's guide.

Section 8: Curricular Processing in Degree Works

This section of the user's guide focuses on the Degree Works-related responsibilities related to the curricular updates that occur each academic year. During the academic year, there is a curricular disposition released each month. This disposition serves as a guide to the curricular submissions that have been approved and that should be reviewed for impact on Degree Works. There are several different types of changes, each of which is outlined below. Each level stops short of going into the particulars of any Scribe instructions that may be relevant to the creation of the item.

Course-Level Changes

New Course (including new discipline/prefix)
* If the new course includes a new discipline (prefix), the discipline code needs to be added to Controller table STU352 (Discipline Codes). If there is no new discipline, this step may be skipped.

The only values to be added are as follows:

Key: The three letter discipline/prefix that is being added.
Description: The title of the new discipline followed by the discipline code in parenthesis.

* Run SCR02 in Transit to ensure that the course number has not been used previously.

- Review to see if the new course description contains an "Identical with" or "Can only receive credit for 1 of ___ towards graduation" statement. If so, it needs to be added to the list of credit restrictions found in each Scribe degree block.
- Review to see if the new course is graded "pass/not pass only". This will affect potential program programming if the new course is used in any majors/minors as the programming will need to be done in a way that allows a pass/not pass course to apply to the requirement.

Changed Course-Course Number or Discipline Change

NOTE: In this situation, degree audits will not function correctly in relation to the processing of the affected courses until the day following the completion of all of the below steps. If a particular department or college will be affected, it is advised to make the corresponding department heads and/or advising center coordinator aware in advance.

- Before beginning the Degree Works course code or number conversion process, ensure that the change has already been recorded in Banner. To look for course code or number changes, go to SCADETL and look the course up under the new number for the upcoming fall semester. If this has been completed, you will find the former number in the equivalent course section under the Corequisites and Equivalents tab. Below is an example from KIN 210, which was previously KIN 100.

- Run SCR02 in Transit to find all Scribe block locations using the course under its current discipline and number.
- Open Controller, click on the Configuration tab, and search for the CFG070 (Equivalence records- loaded into dap-eqv-crs-mst) table. Open the result using the right-pointing arrow at the end of the row.

- Scroll to the end of the report using the arrows at the bottom to see what the last key number is (they are in numerical order). Make note of this as you will need to know it. Click the Add Record button.

CFG070 Equivalence records - loaded into dap-eqv-crs-mst

<div align="right">

BACK TO SEARCH ADD RECORD IMPORT EXPORT
</div>

- Fill in the record values as follows. Click the "Save" button when finished.

Key:	The last key number currently being used + 1
Catalog year class was taken:	@
Old course discipline:	The old 3-digit course discipline/prefix
Old course number:	The old 3-digit course number
Students catalog year:	@
New course discipline:	The new 3-digit course discipline/prefix
New course number:	The new 3-digit course number

CFG070 Equivalence records - loaded into dap-eqv-crs-mst

Key *

Catalog year class was taken	Old Course Discipline	Old Course Number
Students catalog year	New Course Discipline	New Course Number

Note

CANCEL SAVE

- Sort CFG070 by old course discipline or number to make sure that there are no existing conversion entries where an older conversion was converting to a new number that is now the old number. If there are, update those as well.
- If this is a course number conversion when the course is moving from lower-division to upper-division or upper-division to lower-division, additional degree audit programming will be needed to handle how the course applies to the upper-division process. To begin this, login to Scribe. Click "Search Blocks." Once in, select "Degree" as the Block Type. Start with the first BA block.

  Find the "40 Hour Upper Division Requirement" section. If the course was upper-division previously and will be lower-division now, it needs to be added to the list of courses near the top of the programming (before the word Except). This list contains courses that are now lower-division but counts them as upper-division based on the term information supplied. If the course was lower-division previously but is now upper-division, it needs to be added to the list courses in the lower portion of the programming (after the word Except). This list contains course that are now upper-division but are excluded from counting as they were lower-division at the time the course was completed based on the term information supplied.

```
40 Credits (DECIDE=OLDEST) in @ 3@, 4@, 5@, 6@, 7@, 8@, 001,
    2@ (With DWTerm < "198230"),
  ART 271 (With DWTerm < "200140"), 272 (With DWTerm < "200140"),
      273 (With DWTerm < "200140"),
  BMS 260 (With DWTerm < "199540"),
  CIS 230 (With DWTerm < "200740"), 295 (with DWTerm < "201840"),
  CRM 250 (With DWTerm < "201240"),
      260 (With DWTerm < "201240"), 270 (With DWTerm < "201240"),
  DES 202 (With DWTerm < "199040"),
  ENG 282 (With DWTerm < "201440"),
  MFD 201 (With DWTerm < "200640"), 203 (With DWTerm < "201040"),
  FMD 201 (With DWTerm < "200640"), 203 (With DWTerm < "201040"),
  HID 208 (With DWTerm < "200740"),
  PHY 152 (With DWTerm < "201240"),
  REC 211 (With DWTerm = "200540"), REC 211 (With DWTerm = "200620"),
  REC 211 (With DWTerm = "200630"), REC 211 (With DWTerm = "200640"),
  REC 211 (With DWTerm = "200720"), REC 211 (With DWTerm = "200730"),
    ## Intentional multiple 211 entry as changed to 411 from FA 2005-SU 2007
  SWK 213 (With DWTerm < "201440"),
  TCM 121 (With DWTerm < "200230"), 224 (With DWTerm < "200230"),
      221 (With DWTerm < "200140")
Except ACC 500,
      ANT 303 (With DWTerm < "201840"), 304 (With DWTerm < "201840"),
          305 (With DWTerm < "201840"), 306 (With DWTerm < "201840"),
          380 (With DWTerm < "199740"),
      BIO 377 (With DWTerm < "201640"),
      BIO 378 (With DWTerm < "201740"),
      BIO 573 (With DWTerm < "199540"),
      BMS 450 (With DWTerm < "199640"),
      CFD 353 (With DWTerm < "200940"),
      CHI 415 (With DWTerm < "200840"),
      CIS 316 (With DWTerm < "198740"), 362 (With DWTerm < "201840"),
          365 (With DWTerm < "201620"), 366 (With DWTerm < "201840"),
          370 (With DWTerm < "200740"), 500,
      CSC 320 (With DWTerm < "200940"),
      DES 303 (With DWTerm < "199940"),
      ECO 500,
```

Upper division to lower division

Lower division to upper division

Repeat these steps for each programming block associated with one of the undergraduate degree (BA, BS, BSED, BFA, BMUS, BME, BSN, BSW, BAS, BSAT, BGS) as well as block RA002793 (Administrative 120 Credit and 40 UD Credit Check-Major ZWPA) so that it will reflect in the Administrative Audit as well.

- The table entry does not finish the process. It will not be picked up until the following jobs run through Transit:
    - DAP16-Parse Requirements Processor. This is scheduled to run as part of nightly maintenance but can run on demand as needed. The job runs quickly and is safe to run during the work day.
    - SYS03-Copy CFG070 to dap_eqv_crs_mst (dapucx2eqv). Historically, this was also part of nightly maintenance but was dropped during the conversion of nightly maintenance to Transit, so it now needs to be run manually through Transit. This is the final job run to complete the course conversion process. The job runs quickly and is safe to run during the work day.

    Until this occurs, the degree audit will not recognize the old course code/number and the new course code/number as the same.

- You will want to check after DAP16 and SYS03 run to ensure the conversion is working correctly. Do this by a) making sure the audits reflect the new number when not met and b) is accepting the old number for a student who has already completed the old number. You can find a student if necessary by looking on a previous class roster (SFASLST) for a student who passed the old class number or by utilizing a blank what-if audit on Baby Boomer (M00164858) and using the future classes option, where you will enter the old number.

Changed Course-Course Title Change

- For course title changes, go to SCACRSE in Banner for the upcoming fall semester. Assuming the course title has been updated (which you'll know the new title from reviewing the curricular change form), you can get the title abbreviation that will be used in Banner from this screen, which is what you will also use in Degree Works.

- If you need to find these courses, you can run SCR02 in Transit to find all Scribe block locations using the course. Review each scribe block to see if the old title is used in a requirement title. If so, replace it with the new title copied from SCACRSE. NOTE: This is no longer necessary since "<COURSETITLE>" title Scribe has been entered. This is kept for historical reference.

Changed Course- "Identical with" or "Can only receive credit for 1" Statements

- If the changes include the addition of "Identical with" or "Can only receive credit for 1 of ___ towards graduation" to the description, it needs to be added to the list of credit restrictions found in the Scribe degree blocks. It will need to include date range programming so only those attempts taken post-change are affected.
- If the changes include the removal of "Identical with" or "Can only receive credit for 1 of ___ towards graduation" to the description, it needs to be edited in the Scribe degree blocks. It will need to have date range programming added so only those attempts taken during the restriction are affected.

Changed Course- "Pass/Not Pass" Only Statements

- If the changes include the additional or removal of a "pass/not pass only" statement, the programming of majors/minors using this course will need to be edited in a way that facilitates the change allowing the course to apply to the requirement.

Changed Course- Other Changes

- If credit hour are changing, this does not generally affect Scribe unless a Scribe rule is written to look for "_ credits" instead of "1 course." Other changes such as contact hours, periodicity, and prerequisites generally do not affect degree audit Scribe programming but should be reviewed to confirm.

Deleted Course

- Run SCR02 in Transit to find all Scribe block locations using the course.
- If the course was a specified requirement, you cannot change the programming. However, if any such blocks are active blocks, you will want to confirm that a corresponding program change has gone through to delete the requirement since the course has been deleted.
- If the course was part of a list of choices, hide the course in the Scribe so that it will continue to apply for those who completed it, but no longer be in the visible choice list. Hiding does not have to occur if part of a degree-level credit restriction.

Program-Level Changes

On a curricular disposition, it does not delineate directly between a major, certificate, or minor. Everything is listed under a heading of New, Change, or Delete "Program." To delineate between a major/certificate versus a minor, look for a "-<NAME OF DEGREE OR CERTIFICATE>" at the end of the program name. A major or certificate will have this appendage and a minor will not.

New Degree

- Open Controller, click on the Configuration tab, and search for the STU307 (Degrees Codes) table. Open by clicking on the table title.

- Check the table to ensure the college code is not already listed on the table. To add the new college code, click the "Add Record" button at the top of the block.

- Fill in the record values as follows. Use previous entries as examples. Click the "Save" button when finished.

Key (Degree Code):	The 2-to-4-digit degree code
Description:	The title of the new degree
Short Description:	The 2-to-4 digit degree code used at the key
Remedial Mode:	blank
Show in TESS Picklist:	Yes if UG, No if GR
Show in What-If Picklist:	Yes
Show in SEP Picklist:	Yes
Show in Advanced Search Picklist:	blank

Configuration

STU307 Degree Codes

Degree Code *
BA

Description	Short Description	Remedial Mode
Bachelor of Arts (BA)	BA	⌄

Show in Transfer Equivalency Self-Service Picklist	Show in What-if Picklist	Show in Student Educational Planner Picklist
Yes ⌄	Yes ⌄	Yes ⌄

Show in Advanced Search Picklist
⌄

Record details

Who: _____   Timestamp: 7/1/2024   9:11 AM

CANCEL   SAVE

New Major, Graduate Program or Certificate

- Open Controller, click on the Configuration tab, and search for the STU316 (Program Codes) table. Open the result using the right-pointing arrow at the end of the row.

Search for configurations

| | 🔍 | ADD NEW SHEPHERD SETTING |

You searched for: stu316

Type	Configuration	
UCX	STU316 Program Codes	>

|◁ <   Page [1] of 1   > ▷| Per page: 20 ⌄   Total results: 1

- Check the table to ensure the program code is not already listed on the table. To add the new degree code, click the "Add Record" button at the top of the block.

STU316 Program Codes   BACK TO SEARCH   ADD RECORD   IMPORT   EXPORT

Key ↑	Description	Show in What-if Picklist	Show in Student Educational Planner Picklist	Show in Transfer			
0000-BS	Undeclared-BS	Yes	Yes	Yes	✎	⎘	🗑
ABAC-MS	Applied Behavior Analysis-Acclrtd-MS	No	Yes	Yes	✎	⎘	🗑

- Fill in the record values as follows. Use previous entries as Click the "Save" button when finished.

Key (Program Code):	The 4-digit program code followed by appendage code.
Description:	The title of the new degree followed by applicable appendages.
Short description:	The same letter code as the degree code
Show in What-If Picklist:	Yes*
Show in SEP Picklist:	Yes*
Show in TESS Picklist:	Yes*
Show in Advanced Search Picklist:	Yes*

*Notes: You may wish to temporarily indicate No if entered in advance of formal approval.

STU316 Program Codes

Program Code *

Description   Show in What-if Picklist   Show in Student Educational Planner Picklist

Show in Transfer Equivalency Self-Service   Show in Advanced Search Picklist

CANCEL   SAVE

- Click on the Configuration tab and search for the STU023 (Student Major Codes) table. Open the result using the right-pointing arrow at the end of the row.

Search for configurations

ADD NEW SHEPHERD SETTING

You searched for: stu023

Type	Configuration	
UCX	STU023 Student Major Codes	>

Page 1 of 1   Per page: 20   Total results: 1

- Check the table to ensure the major code is not already listed on the table. To add the new degree code, click the "Add Record" button at the top of the block.

STU023 Student Major Codes   BACK TO SEARCH   ADD RECORD   IMPORT   EXPORT

Key ↑	Description	Show in Transfer Equivalency Self-Service Picklist	Filter 1	Filter 2	Filter 3	Filter 4			
0000	Undeclared	Yes					✎	⧉	🗑
ABAC	Applied Behavior Analysis-Acclrtd (MS)	Yes	MS				✎	⧉	🗑

Fill in the record values as follows. Use previous entries as examples. Click the "Save" button when finished.

Key (Program Code):	The 4-digit major/graduate program/certificate code
Description:	The title of the new degree followed by degree in parenthesis
Show in TESS Picklist:	Yes*
Show in SEP Picklist:	Yes*
Show in Advanced Search Picklist	Yes*

*Notes: You may wish to temporarily indicate No if entered in advance of formal approval.

STU023 Student Major Codes

Major *

Description	Show in Transfer Equivalency Self-Service Picklist ⌄	Filter 1

Filter 2	Filter 3	Filter 4

Filter 5	Show in Student Educational Planner Picklist ⌄	Similar major ⌄

Show in Advanced Search Picklist ⌄

CANCEL   **SAVE**

- Click on the Configuration tab and search for the AUD027 (Major What-If Picklist) table. Open the result using the right-pointing arrow at the end of the row.

Search for configurations

Shepherd settings keys or UCX tables 🔍	**ADD NEW SHEPHERD SETTING**

You searched for: AUD027

Type	Configuration	
UCX	AUD027 Major What-If Picklist	>

|◁ ◁   Page 1 of 1   ▷ ▷| Per page: 20 ⌄   Total results: 1

- Check the table to ensure the major code is not already listed on the table. To add the new degree code, click the "Add Record" button at the top of the block.

AUD027 Major What-If Picklist

BACK TO SEARCH   **ADD RECORD**   **IMPORT**   **EXPORT**

Key ↑	Description	Is Concentration required	Is Major Additional	Degree	School	College	Degree Filter			
0000	Undeclared							✎	⧉	🗑
ABAN	Applied Behavior Analysis (MS)						MS	✎	⧉	🗑
ACCT	Accounting (BS/MACC)						BS	✎	⧉	🗑

- Fill in the record values as follows. Use previous entries as Click the "Save" button when finished. Since this table does not contain a "Yes/No" display option, it should only be completed if the program has been officially approved by all levels of the curricular approval process, including state approval as appropriate.

Key (Major Code):	The 4-digit major/graduate program/certificate code
Description:	The title of the new program.
Degree Filter:	Enter the degree for each degree type the major is available under.

AUD027 Major What-If Picklist

Major Code *

Description	Is Concentration required ▾	Is Major Additional ▾

Degree ▾	School ▾	College ▾

Degree Filter 1 ▾	Degree Filter 2 ▾	Degree Filter 3 ▾

Degree Filter 4 ▾	Degree Filter 5 ▾

CANCEL   **SAVE**

- Open Scribe. It must be freshly opened (versus already open) in order for the table changes described above to be in effect. In the drop-down box of "Block Type", click the type of block you wish to select. In the "Block Value" menu, select the name or program code you wish to clone to build your new program. Try to select a like program (major for major, certificate for certificate, etc.) and if possible, pick one with similar requirements. For example, if there is an unusual requirement such as "15 hours from at least 4 different areas", see if you can find an existing program with a similar requirement. Click the "Search" button to get a list of search results.

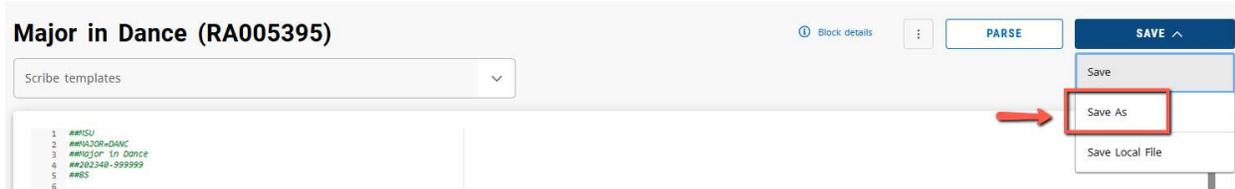- This will open the Scribe block search result screen. Click on the title of the block you wish to open.

Block Search Results

	Title ↑	Block type	Block value	Requirement ID	Start catalog year	Stop catalog year	School	Degree
☐	Major in Dance	MAJOR - Major	DANC - Dance (BS)	RA004029	The Beginning of Time	Summer 2015		BS - Bachelor of Science (BS)
☐	Major in Dance	MAJOR - Major	DANC - Dance (BS)	RA001933	Fall 2015	Summer 2018		BS - Bachelor of Science (BS)
☐	Major in Dance	MAJOR - Major	DANC - Dance (BS)	RA003448	Fall 2018	Summer 2019		BS - Bachelor of Science (BS)
☐	Major in Dance	MAJOR - Major	DANC - Dance (BS)	RA004028	Fall 2019	Summer 2020		BS - Bachelor of Science (BS)
☐	Major in Dance	MAJOR - Major	DANC - Dance (BS)	RA004231	Fall 2020	Summer 2023		BS - Bachelor of Science (BS)
☐	Major in Dance	MAJOR - Major	DANC - Dance (BS)	RA005395	Fall 2023	The End of Time		BS - Bachelor of Science (BS)

Per page: 20 ▾   Total results: 6 |◁ ◁   Page [1] of 1   > ▷|

- The next step is to clone the old block to create the new block. To do this, click "Save As" (NOT SAVE) in the upper left portion of the page.

- The "Save As a New Block" screen will open. Change the following items and click the "Save" button in the bottom right portion of the box when complete.
    1) Change the title to "Major in" or "UG/GR Certificate in" followed by the name of the new program including option if applicable.
    2) Change the second drop down menu in Block Value to the new program.
    3) Change the "Start Catalog Year" to the new catalog term for when these requirements begin.
    4) Change the "Stop Catalog Year" term to 999999 (The End of Time).
    5) Change the "Degree" if necessary.
    6) Click "Save" in the bottom right.

- Make all relevant Scribe changes and click "Save" (not Save As) when complete.

New Minor

- Open Controller, click on the Configuration tab, and search for the STU024 (Student Minor Codes) table. Open the result using the right-pointing arrow at the end of the row.

Search for configurations

| Shepherd settings keys or UCX tables | 🔍 | ADD NEW SHEPHERD SETTING |

You searched for: stu024

Type	Configuration	
UCX	STU024 Student Minor Codes	>

⊲ ‹ Page 1 of 1 › ⊳   Per page: 20 ∨   Total results: 1

- Check the table to ensure the minor code is not already listed on the table. To add the new degree code, click the "Add Record" button at the top of the block.

STU024 Student Minor Codes   BACK TO SEARCH   ADD RECORD   IMPORT   EXPORT

Key ↑ Description	Show in Transfer Equivalency Self-Service Picklist	Show in Student Educational Planner Picklist			
ACC1 Accounting (BA)	Yes	Yes	✏	⧉	🗑

- Fill in the record values as follows. Use previous entries as examples. Click the "Save" button when finished.

Key (Program Code):	The 4-digit minor code
Description:	The title followed by degree type in parenthesis
Show in TESS Picklist:	Yes*
Show in SEP Picklist:	Yes*
Show in Advanced Search Picklist:	Yes*

*Notes: You may wish to temporarily indicate No if entered in advance of formal approval.

STU024 Student Minor Codes

Minor *

| Description | Show in Transfer Equivalency Self-Service Picklist ∨ | Show in Student Educational Planner Picklist ∨ |

| Show in Advanced Search Picklist ∨ |

CANCEL   SAVE

- Click on the Configuration tab, and search for the AUD029 (Minor What-If Picklist) table. Open the result using the right-pointing arrow at the end of the row.

Search for configurations

Shepherd settings keys or UCX tables 🔍	ADD NEW SHEPHERD SETTING

You searched for: aud029

Type	Configuration	
UCX	AUD029 Minor What-If Picklist	›

|◁ ‹   Page [1] of 1   › ▷| Per page: 20 ∨   Total results: 1

- Check the table to ensure the minor code is not already listed on the table. To add the new degree code, click the "Add Record" button at the top of the block.

AUD029 Minor What-If Picklist   BACK TO SEARCH   ADD RECORD   IMPORT   EXPORT

Key ↑	Description	Filter			
ACC1	Accounting (BA)		✏️	▢	🗑️

- Fill in the record values as follows. Use previous entries as Click the "Save" button when finished. Since this table does not contain a "Yes/No" display option, it should only be completed if the program has been officially approved by all levels of the curricular approval process, including state approval as appropriate.

Key (Major Code):   The 4-digit minor code
Description: The title of the new minor.

AUD029 Minor What-If Picklist

Minor Code *

Description	Filter

CANCEL   **SAVE**

- Open Scribe. It must be freshly opened (versus already open) in order for the table changes described above to be in effect. In the drop-down box of "Block Type", click the type of block you wish to select. In the "Block Value" menu, select the name or program code you wish to clone to build your new program. Try to select a like program (major for major, certificate for certificate, etc.) and if possible, pick one with similar requirements. For example, if there is an unusual requirement such as "15 hours from at least 4 different areas", see if you can find an existing program with a similar requirement. Click the "Search" button to get a list of search results.

- This will open the Scribe block search result screen. Click on the title of the block you wish to open.

- The next step is to clone the old block to create the new block. To do this, click "Save As" (NOT SAVE) in the upper left portion of the page.

- The "Save As a New Block" screen will open. Change the following items and click the "Save" button in the bottom right portion of the box when complete.
    1) Change the title to "Major in" or "UG/GR Certificate in" followed by the name of the new program including option if applicable.
    2) Change the second drop down menu in Block Value to the new program.
    3) Change the "Start Catalog Year" to the new catalog term for when these requirements begin.
    4) Change the "Stop Catalog Year" term to 999999 (The End of Time).
    5) Change the "Degree" if necessary.
    6) Click "Save" in the bottom right.

- Make all relevant Scribe changes and click "Save" (not Save As) when complete.

Changed Major, Minor, Graduate Program, or Certificate-Program Name Change or Comprehensive/Non-Comprehensive Change

If an existing program's only change is to change the program name or move from comprehensive to non-comprehensive (or vise-versa), a new program code is required. The new program code would follow the New Major, Graduate Program, or Certificate protocol and the old program code would follow the Deleted Major, Graduate Program or Certificate protocol.

Changed Major, Minor, Graduate Program, or Certificate-Catalog Program Changes

- Open Scribe.

- Find the current programming block (will have a stop catalog year of 999999) and open it by clicking on the block title.

Block Search Results

	Title ↑	Block type	Block value	Requirement ID	Start catalog year	Stop catalog year	School	Degree
☐	Minor in Accounting	MINOR - Minor	ACC2 - Accounting (BS)	RA002149	The Beginning of Time	Summer 2002		BS - Bachelor of Science (BS)
☐	Minor in Accounting	MINOR - Minor	ACC2 - Accounting (BS)	RA000974	Fall 2002	Summer 2011		BS - Bachelor of Science (BS)
☐	Minor in Accounting	MINOR - Minor	ACC2 - Accounting (BS)	RA000210	Fall 2011	The End of Time		BS - Bachelor of Science (BS)

Per page: 20 ∨   Total results: 3   ⏮   ‹   Page [1] of 1   ›   ⏭

- Change the "999999" on line 4 to the last semester that the current program requirements will be active. For example, if the changed program requirements were to begin in fall 2026 (202640), you would change this to summer 2026 (202630). Click the "Block Details" button near the top of the block.

Minor in Accounting (RA000210)

Scribe templates   ⓘ Block details   ⋮   PARSE   SAVE ∨

```
1   ##ISU
2   ##MINOR=ACC2
3   ##Minor in Accounting
4   ##201140-999999
5   ##BS
```

- Click the Edit Details link.

Block Details - RA000210   ✕

                                              → **EDIT DETAILS**

Title	Minor in Accounting
Block type	MINOR - Minor
Block value	ACC2 - Accounting (BS)
Start catalog year	Fall 2011
Stop catalog year	The End of Time
Degree	BS - Bachelor of Science (BS)
Minor	ACC2 - Accounting (BS)

- Change the "Stop Catalog Year" to the last semester that the current program requirements will be active. Click the "OK" button to close the Edit Block Details box.

Block Details - RA000210

Title *
Minor in Accounting

Block type *
Minor (MINOR)

Block value *
Accounting (BS) (ACC2)

Start catalog year *
Fall 2011 (201140)

Stop catalog year *
The End of Time (999999)

Student ID

School

Degree
Bachelor of Science (BS) (BS)

College

Major 1

Major 2

CANCEL   DONE

- Click "Save" (not Save As) when complete.

Minor in Accounting (RA000210)   ⓘ Block details   ⋮   PARSE   SAVE ⌄

Scribe templates

```
1  ##MSU
2  ##MINOR=ACC2
3  ##Minor in Accounting
4  ##201140-999999
5  ##BS
6
```

- Change the date range on line 4 to start with the semester that the new requirements go into effect and ending with 999999 (representing the end of time.

```
1 ▾ ##MSU
2    ##MAJOR=ARHI
3    ##Major in Art History
4    ##202040-999999
5    ##BA
6
```

- The next step is to clone this block to create the new block. To do this, click "Save As" (NOT SAVE) in the upper left portion of the page.

Minor in Accounting (RA000210)   ⓘ Block details   ⋮   PARSE   SAVE ⌃

Scribe templates

Save
Save As
Save Local File

```
1  ##MSU
2  ##MINOR=ACC2
3  ##Minor in Accounting
4  ##201140-999999
5  ##BS
```

- The "Save As a New Block" screen will open. Change the following items and click the "Save" button in the bottom right portion of the box when complete.
  1) Change the "Start Catalog Year" to the new catalog term for when these requirements begin.
  2) Change the "Stop Catalog Year" term to 999999 (The End of Time).
  3) Click "Save" in the bottom right.

- Make all relevant Scribe changes and click "Save" (not Save As) when complete.

Deleted Major, Graduate Program, or Certificate

- Open Controller, click on the Configuration tab, and search for the STU316 (Program Codes) table. Open the result using the right-pointing arrow at the end of the row.

- Find the program code that is being ended. Click the Edit (pencil) icon on the right side of the corresponding row.

STU316 Program Codes

<div style="float:right">[BACK TO SEARCH] [ADD RECORD] [IMPORT] [EXPORT]</div>

Key ↑	Description	Show in What-if Picklist	Show in Student Educational Planner Picklist	Show in Transfer			
0000-BS	Undeclared-BS	Yes	Yes	Yes	✏	⧉	🗑
ABAC-MS	Applied Behavior Analysis-Acclrtd-MS	No	Yes	Yes	✏	⧉	🗑

- In the description field, add a "z-" in front of the existing title. This will cause it to sort alphabetically to the bottom of any corresponding Degree Works drop-down menus. Click the "Save" button when finished.

STU316 Program Codes

Program Code *
ACTH-BFA

Description	Show in What-if Picklist	Show in Student Educational Planner Picklist
z-Theatre/Acting-BFA	Yes ⌄	Yes ⌄

Show in Transfer Equivalency Self-Service	Show in Advanced Search Picklist
No ⌄	⌄

Record details

Who: ███████████   Timestamp: 10/1/2020 2:22 PM

[CANCEL] [SAVE]

- Click on the Configuration tab and search for the STU023 (Student Major Codes) table. Open the result using the right-pointing arrow at the end of the row.

Search for configurations

[| 🔍] [ADD NEW SHEPHERD SETTING]

You searched for: stu023

Type	Configuration	
UCX	STU023 Student Major Codes	›

|◁ ‹ Page [1] of 1 › ▷| Per page: 20 ⌄   Total results: 1

- Find the program code that is being ended. Click the Edit (pencil) icon on the right side of the corresponding row.

STU023 Student Major Codes

<div style="float:right">[BACK TO SEARCH] [ADD RECORD] [IMPORT] [EXPORT]</div>

Key ↑	Description	Show in Transfer Equivalency Self-Service Picklist	Filter 1	Filter 2	Filter 3	Filter 4				
0000	Undeclared	Yes						✏	⧉	🗑
ABAC	Applied Behavior Analysis-Acclrtd (MS)	Yes	MS					✏	⧉	🗑

- In the description field, add a "z-" in front of the existing title. This will cause it to sort alphabetically to the bottom of any corresponding Degree Works drop-down menus. Click the "Save" button when finished.

STU023 Student Major Codes

Major *
ACTH

Description	Show in Transfer Equivalency Self-Service Picklist	Filter 1
z-Theatre/Acting (BFA)	Yes	BFA

Filter 2	Filter 3	Filter 4

Filter 5	Show in Student Educational Planner Picklist	Similar major
	Yes	

Show in Advanced Search Picklist

Record details

Who: ▒▒▒▒▒▒▒▒   Timestamp: 10/1/2020 2:23 PM

CANCEL   SAVE

- Open Scribe. Search for the deleted major or certificate.

Block Search

Open by Requirement ID

Prefix
RA   Block requirement ID

Block Selection Criteria

Primary Tags

Block type   Block value

Start catalog year

Stop catalog year

Secondary Tags

CLEAR   SEARCH

- Find the current programming block (will have a stop catalog year of The End of Time) and open it by clicking on the block title.

Block Search Results

	Title ↑	Block type	Block value	Requirement ID	Start catalog year	Stop catalog year	School	Degree
☐	Major in Dance	MAJOR - Major	DANC - Dance (BS)	RA004029	The Beginning of Time	Summer 2015		BS - Bachelor of Science (BS)
☐	Major in Dance	MAJOR - Major	DANC - Dance (BS)	RA001933	Fall 2015	Summer 2018		BS - Bachelor of Science (BS)
☐	Major in Dance	MAJOR - Major	DANC - Dance (BS)	RA003448	Fall 2018	Summer 2019		BS - Bachelor of Science (BS)
☐	Major in Dance	MAJOR - Major	DANC - Dance (BS)	RA004028	Fall 2019	Summer 2020		BS - Bachelor of Science (BS)
☐	Major in Dance	MAJOR - Major	DANC - Dance (BS)	RA004231	Fall 2020	Summer 2023		BS - Bachelor of Science (BS)
☐	Major in Dance	MAJOR - Major	DANC - Dance (BS)	RA005395	Fall 2023	The End of Time		BS - Bachelor of Science (BS)

Per page: 20   Total results: 6 |◁ ◁ Page 1 of 1 ▷ ▷|

- Change the date range on line 4, currently ending in "999999," to the last semester that the program will be active. Click the "Edit Details" button near the top of the block.

```
1 ▾ ##MSU
2   ##MAJOR=ARHI
3   ##Major in Art History
4   ##202040-999999|
5   ##BA
6
```

- Change the "Stop Catalog Year" to the last semester that the program will be active. Click the Done" button to close the Block Details box.

Block Details - RA000210

Title *	Minor in Accounting
Block type *	Minor (MINOR)
Block value *	Accounting (BS) (ACC2)
Start catalog year *	Fall 2011 (201140)
Stop catalog year *	The End of Time (999999)
	Student ID
	School
Degree	Bachelor of Science (BS) (BS)
	College
	Major 1
	Major 2

CANCEL   DONE

- Click "Save" (not Save As) when complete.

Deleted Minor

- Open Controller, click on the Configuration tab, and search for the STU024 (Student Minor Codes) table. Open the result using the right-pointing arrow at the end of the row.

Search for configurations

Shepherd settings keys or UCX tables   🔍   ADD NEW SHEPHERD SETTING

You searched for: stu024

Type	Configuration	
UCX	STU024 Student Minor Codes	>

⏮ < Page 1 of 1 > ⏭   Per page: 20 ⌄   Total results: 1

- Find the program code that is being ended. Click the Edit (pencil) icon on the right side of the corresponding row.

STU024 Student Minor Codes

BACK TO SEARCH   ADD RECORD   IMPORT   EXPORT

Key ↑	Description	Show in Transfer Equivalency Self-Service Picklist	Show in Student Educational Planner Picklist			
ACC1	Accounting (BA)	Yes	Yes	✎	⧉	🗑

- In the description field, add a "z-" in front of the existing title. This will cause it to sort alphabetically to the bottom of any corresponding Degree Works drop-down menus. Click the "Save" button when finished.

STU024 Student Minor Codes

Minor *
ADV9

Description
z-Advertising and Promotion (BAS)

Show in Transfer Equivalency Self-Service Picklist
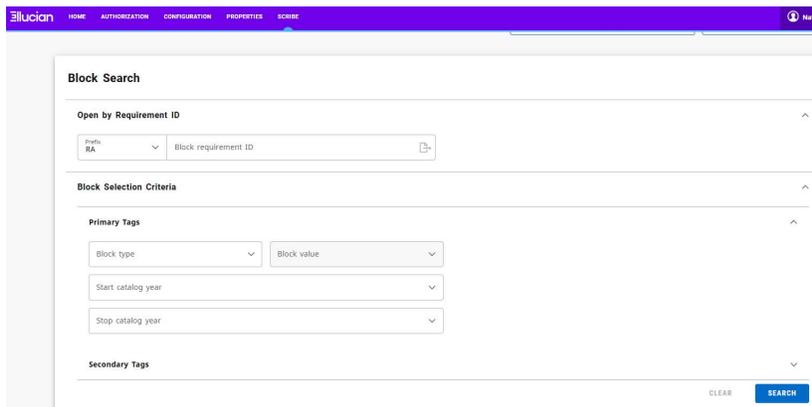Yes

Show in Student Educational Planner Picklist
Yes

Show in Advanced Search Picklist

Record details

Who: ████████████   Timestamp: 10/1/2020 2:24 PM

CANCEL   SAVE

- Open Scribe. Search for the deleted minor.

Block Search

Open by Requirement ID

Prefix
RA

Block requirement ID

Block Selection Criteria

Primary Tags

Block type   Block value

Start catalog year

Stop catalog year

Secondary Tags

CLEAR   SEARCH

- Find the current programming block (will have a stop catalog year of 999999) and open it by clicking on the block title.

Block Search Results

	Title ↑	Block type	Block value	Requirement ID	Start catalog year	Stop catalog year	School	Degree
☐	Minor in Accounting	MINOR - Minor	ACC9 - Accounting (BAS)	RA002150	The Beginning of Time	Summer 2003		BAS - Bachelor of Applied Science (BAS)
☐	Minor in Accounting	MINOR - Minor	ACC9 - Accounting (BAS)	RA000975	Fall 2003	Summer 2011		BAS - Bachelor of Applied Science (BAS)
☐	Minor in Accounting	MINOR - Minor	ACC9 - Accounting (BAS)	RA000211	Fall 2011	The End of Time		BAS - Bachelor of Applied Science (BAS)

- Change the "999999" on line 4 to the last semester that the minor will be active. Click the "Edit Details" button near the top of the block.

Minor in Accounting (RA000211)

```
1  ##MSU
2  ##MINOR=ACC9
3  ##Minor in Accounting
4  ##201140-999999
5  ##BAS
6
```

- Change the "Stop Catalog Year" to the last semester that the minor will be active. Click the "OK" button to close the Edit Block Details box.

Edit Block Details - RA000211

Title *

Minor in Accounting

Block Type and Value *

Minor | ACC9 - Accounting (BAS)

Start Catalog Year *

201140 - Fall 2011

Stop Catalog Year *

999999 - The End of Time

Student ID

School

None

Degree

BAS - Bachelor of Applied Science

Cancel | OK

- Click "Save" (not Save As) when complete.

Other Table Changes

Department Code or Assignment Changes

These types of changes do not require any Degree Works table changes.

New College

- Open Controller, click on the Configuration tab, and search for the STU560 (College Codes) table. Open by clicking on the table title.

- Check the table to ensure the college code is not already listed on the table. To add the new college code, click the "Add Record" button at the top of the block.

- Fill in the record values as follows. Use previous entries as examples. Click the "Save" button when finished.

Key (College Code):	The 2-digit college code
Description:	The title of the new college
Show in What-If Picklist:	Yes
Show in SEP Picklist:	Yes
Show in TESS Picklist:	Yes
Show in Advanced Search Picklist:	Yes

New Grade

- Open Controller, click on the Configuration tab, and search for the STU385 (Grade Table) table. Open the result using the right-pointing arrow at the end of the row.

Search for configurations

| | 🔍 | **ADD NEW SHEPHERD SETTING** |

You searched for: STU385

Type	Configuration	
UCX	STU385 Grade Table	>

|◁ ◁ Page [1] of 1 ▷ ▷| Per page: 20 ∨   Total results: 1

- Check the table to ensure the grade is not already listed on the table. To add the new degree code, click the "Add Record" button at the top of the block.

STU385 Grade Table   **BACK TO SEARCH**   **ADD RECORD**   **IMPORT**   **EXPORT**

Key ↑	Numeric Grade	Add credits to students total graded credits attempted	Incomplete Grade in Transfer Equivalency	Use in GPA C			
GR A N	0	No	Yes	No	✎	▢	🗑

The keys in this table are specific about spacing, which looks misleading without opening an existing entry to see where the letters should line up. The key will consist of the school code (UG/GR), the grade type code (grade mode), and the final grade. The fields used will vary depending on the characteristics of the grade, including the numeric value of the grade. There are a variety of override flags that can be used to help direct how grades should be treated, such as whether they should be considered in progress, insufficient, incomplete, or like pass/fail. There is also an override value to tell it to "treat it like a particular final grade number" even when the grade has no numeric value itself (such as treating institutional exam credit as a "C" or better value). Please consult Ellucian documentation for this table if you have questions about what values should be selected.

Currrule Extract for New Majors, Graduate Programs, Certificates, and Minors

When a new major, graduate program, certificate, or minor is added, there are steps outside of the table updates that must occur for the new code to become active in Degree Works. This cannot take place until the corresponding code has been built in Banner. Once the new code is built in Banner, you will run a currrule extract which generally less than two minutes to run. This is done by running RAD35 (Banner Curriculum Rules Extract) in Transit.

Transit

| **Run Jobs** | Completed Jobs | Scheduled Jobs | Saved Jobs | Sequences |

Transit allows you to launch batch reports and processors. To begin, select the program you'd like to run.

Report or processor
RAD35 - Banner Curriculum Rules Extract   ∨

Saved job parameters
None   ∨

☐ Enable debugging?

LAUNCH   **SCHEDULE**

Curricular Program Changes Spreadsheet Usage

As part of the annual Undergraduate Catalog update process, there is a Program Codes Updates Effective spreadsheet created through the Curriculum Planning and Management unit in the Office of the Provost. This document is a helpful supplement to the Degree Works curricular updates process. It allows for the tracking of where programs are at in terms of official approval and catalog publication. The document includes the following sections:

- Proposal Type
- Program Title
- College
- Banner Department/School
- CIP Code on Proposal
- Disposition (date)
- DHEWD Approval Date (as applicable)
- Catalog Publication
- School (not in Banner)
- Notes

This document will be shared with appropriate Office of the Registrar staff through Teams>Curriculum-Stakeholder Resources team>Program Code and Info (Current Curriculum Year) channel>Files>Program Code Updates <upcoming academic year>. It is recommended to use this document to identify program codes that you may be proactively adding to Degree Works tables so that you can begin building, but that may not be completely through all steps of the official approval process yet. Below is a chart of the symbols traditionally used in this tracking. It is recommended to chart these on the corresponding curricular disposition as you make changes. For example, NA-1,2,x means that the program code has been entered but not activated, and that it's been entered in table steps 1 and 2 but not 3 at this time.

For use on the left side of the code	For use on the right side of the spreadsheet
NA=Not activated (updates to be made)	1=STU 316 (Majors/certificates only)
A=Activated (Controller updates complete)	2=STU 023/024 as applicable
	3=AUD 027/029 as applicable

Test Code Programming

- Come up with a four-digit test code to represent the desired test. Look on Banner form STVTESC to see test score codes already used.

Test Code *	Description *	Maximum Number of Positions *	Data Type *	Minimum Score	Maximum Score	Admissions Checklist Request Item	System Required
0CVA	MO Civics-MSU Score	3	☑	0	100		☐
0CVB	MO Civics-MSU Attempt	1	☐	N	Y		☐
0CVC	MO Civics-MSU Passed	1	☐	N	Y		☐
0CVD	MO Civics-Transfer Score	3	☑	0	100		☐
0CVE	MO Civics-Transfer Passed	1	☐	N	Y		☐
0CVF	MO Civics-Waived	1	☐	N	Y		☐

- Ask for someone with edit access to Banner form STVTESC to build the code as follows:
    a. Test code: The four-digit test code you desire
    b. Description: A short description of the test
    c. Maximum Number of Positions: 1
    d. Data Type: Unchecked
    e. Minimum Score: N
    f. Maximum Score: Y
    g. System Required: Unchecked

- Write the related Scribe programming using the example below. Save it below the log so it will parse until the other steps are complete.

If (ACSM = "Y") Then

 Rule-Complete

  Label 46 "ACSM Certified Exercise Physiologist Exam Passed"

 Else

 If (NSCA = "Y") Then

 Rule-Complete

  Label 47 "NSCA Certified Strength and Conditioning Specialist Exam Passed"

 Else

 If (EMFE = "Y") Then

 Rule-Complete

  Label 48 "Major Field Achievement Exam 70th Percentile Achieved"

 Else

 Rule-Incomplete

 Proxy-Advice "Exercise and Movement Science majors must pass the ACSM"

 Proxy-Advice "Certified Exercise Physiologist"

 Proxy-Advice "Exam, or the NSCA Certified Strength and"

 Proxy-Advice "Conditioning Specialist Exam, or score at least at the 70th"

 Proxy-Advice "percentile on a major field achievement exam."

  Label 49 "Exercise and Movement Science Exam Requirement";

- Enter the code in the Degree Works Controller table SCR002: Custom Data as outlined in that section of this guide.

- Enter the code in the Degree Works Controller table SEP006: Test Codes as outlined in that section of this guide.

- Enter the code in the Degree Works Controller table SEP007: Test Score Sort Order as outlined in that section of this guide.

- Go back to your Scribe and copy the test score programming into the proper place, saving it to make sure it parses.

- Test it as follows:
  1. Run a what-if audit to make sure the rule appears correctly when unmet.
  2. Test each applicable test code (going from bottom to top if there is more than one) to ensure that the test code is being picked up and in the proper sequencing. You can do this by assigning the test code to a sample student and deleting it at the conclusion of the test.

- Send a request to Information Security requesting edit access to SOATEST for those who will be responsible for entering these.

- Provide the following SOATEST entry instructions to those who will enter these scores.
  1. Login to Administrative Banner.
  2. Go to the form SOATEST.
  3. Enter the student's BearPass number (M-number) in the ID field. Click the "Go" button.
  4. Click the "Insert" button on the right side of the Test Score Information block.
  5. A blank row will open. Fill in the information as follows:
     a. Test Code: Enter the test code (Tab and the description will automatically fill in).
     b. Test Score: Y
     c. Test Date: The date the exam was passed (mm/dd/yyyy).
  6. Click "Save" in the bottom right.

Individualized Majors

- The approving department will send in an Individualized Major form with all of the corresponding approval signatures along with an Application to Degree Program form.

Missouri State University
Individualized Major Form

- Look to see if there is a corresponding program code already built in Banner for an Individualized Major from that department as you go to process their major change. If you don't find a corresponding Individualized Major code, one will need to be built as described in the next bullet.

- This bullet contains the steps necessary to build the program code in Banner. If you need this built, ask the Senior Associate Registrar supervising systems to build this. If the program code is already built in Banner, you can proceed to the next bullet.

1. In order to fill out STVMAJR, you will need to get some information in advance. One piece you will need is a CIPC code. To determine this, you will want to find the CIPC of the most closely related major from the corresponding department. You can do this by finding the CIPC code from that code's entry on STVMAJR. You can scroll through the list or query it. Write this down- it is a 6-digit number. Open INB Banner and go to STVMAJR.

2. Once you have this, you can enter the code on STVMAJR. You will want to click on "Insert." This will create a blank row. You will want to fill this in as illustrated in the example below. The "Major Code" is the first four letters (omit the "-BS/BA"). The "Description" is "Individualized Major-___ Dept". The "___" should be three letters that best abbreviate the department's name. You should check the "Major" and "Financial Aid Eligibility" checkboxes. When finished, click the "Save" icon.

3. Next, you will go to SMAPRLE. You will want to click on the first row and click "Insert." This will create a blank row. You will want to fill this in as illustrated in the example below. The "Program" is the full code (e.g. ID__-BS). The "Description" is "Individualized Maj-___ Dept-B_." Check the "Web" and "Locked" check boxes. The "Curriculum Dependent" box should be checked by default and the "Curriculum Rules" will self-check later. The first blank is for the same three letter abbreviation you used on STVMAJR. The second blank is for an "A" or "S" depending on the degree type. Mark the "Student Level" and "Course Level" as "UG". Mark the "College" with the two-digit code for the college in which the associated department resides. In "Degree", enter "BS" or "BA" as applicable. ***Do not make a mistake on this screen as it is very difficult if not impossible to correct.*** Click the "Save" icon when complete.

4. Next, you will go to SOACURR. You will want to leave the "Term" field blank. Next block and click in the empty "Program" field. Hit the "F8" key to generate a list of programs. You will want to click "Insert." This will create a blank row. You will want to fill this in as illustrated in the example below. The first tab to complete is "Base Curriculum Rules." You will leave "Base Rule Number" blank. This will fill in by default later. Enter the program code (e.g. ID__-BS). Enter the "Level" as "UG." Enter the "College" as the two-digit code for the college in which the associated department resides. The Degree" is the two digit degree code from the end of the program code. The "Effective Term" should always be entered as "000000." Make sure the "Primary" and "Secondary" boxes are not checked and that "Locked" is checked. ***This is very important or it will cause "sought" SHADEGR records to be created which are very difficult to remove once created.*** The "Program" name will fill in by default from previous screens. You must hit the "save" icon before proceeding to the next tab.

5. Next you will go to the "Majors and Departments" tab. In this box, you should enter the major code in the major field about halfway down (see circled). Ensure that all five check boxes (Recruiting, Admissions, General Student, Academic History, CAPP) are checked. In the next block, check the "Display on Self Service" check box and provide the Self-Service Description. It will be "Individualized Major-_____ Dept-BS." The blank will be the name of the department spelled out. You must click the "Save" icon before proceeding to the next tab.

6. There is nothing to enter on the "Major-Dependent Concentrations", and we do not attach the various minors by default on the "Minors" tab to individualized majors due to the amount of work. Students can still have a minor if manually entered. On the "Module Control" tab, you will want to make sure the Recruiting and Admissions module controls are "Off" and General Student, Academic History, and Curriculum, Advising, and Program Planning controls are "On." When finished, click the "Save" icon and close SOACURR.

7. Next, go to SMAPROG. Enter the program code (i.e. IDCM-BS) and a term of "000000." Next block and click the "Active" radio button. Next block again. NOTE: Other fields completed in the screen shot below fill in automatically when the program code is entered.

8. Next Block to the Program Text box, which will change screens. Enter "Individualized Major" on the first text line. Enter "Individualized Major(<NAME OF SCHOOL/DEPT>)" with "CARS" in the Print field. Click Save.

9. Add the new program code to the corresponding Degree Works tables using the steps described in the "New Major, Graduate Program, or Certificate" portion of this section.
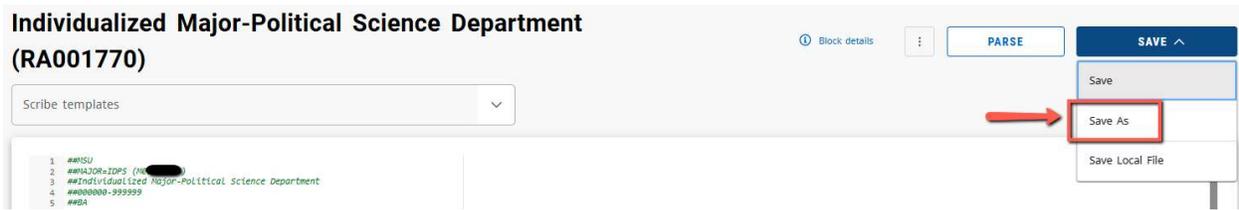
- Open Scribe.

- If the program code already existed, search for a scribe block previously built from that code. If the program did not previously exist, search for a different individualized major code.

- Click the title of the block you wish to open. It is recommended to pick one that has the same degree type (viewable in the degree column) in order to reduce the number of items that need to be changed.

Block Search Results

	Title ↑	Block type	Block value	Requirement ID	Start catalog year	Stop catalog year	School	Degree
☐	Individualized Major-Political Science Department	MAJOR - Major	IDPS - Individualized Major-PLS Dept (BA/BS)	RA001770	The Beginning of Time	The End of Time		BA - Bachelor of Arts (BA)
☐	Individualized Major-Political Science Department	MAJOR - Major	IDPS - Individualized Major-PLS Dept (BA/BS)	RA003199	The Beginning of Time	The End of Time		BA - Bachelor of Arts (BA)
☐	Individualized Major-Political Science Department	MAJOR - Major	IDPS - Individualized Major-PLS Dept (BA/BS)	RA001773	The Beginning of Time	The End of Time		BS - Bachelor of Science (BS)
☐	Individualized Major-Political Science Department	MAJOR - Major	IDPS - Individualized Major-PLS Dept (BA/BS)	RA005226	The Beginning of Time	The End of Time		

- Click the "Save As" (not Save) button as will want to create a new copy that you can edit.

Individualized Major-Political Science Department (RA001770)

Block details ⋮ PARSE SAVE ∧

Save

Save As

Save Local File

Scribe templates

```
1  ##ISU
2  ##MAJOR=IDPS (M█████)
3  ##Individualized Major-Political Science Department
4  ##000000-999999
5  ##BA
```

- In the Save As a New Block box, you will want to change the Student ID to be the BearPass number (M-number) of the student for whom this Individualized Major is approved. Additionally, you will want to make sure the right major is picked in the Block Value box (which will need to be changed if you copied from a different individualized major program code) and you will need to scroll down the box to make sure the Degree field is set to the correct degree of BA or BS. When finished, click the "Save" button.

Block Details - RA001770

Title *
Individualized Major-Political Science Department

Block type *
Major (MAJOR)

Block value *
Individualized Major-PLS Dept (BA/BS) (IDPS)

Start catalog year *
The Beginning of Time (000000)
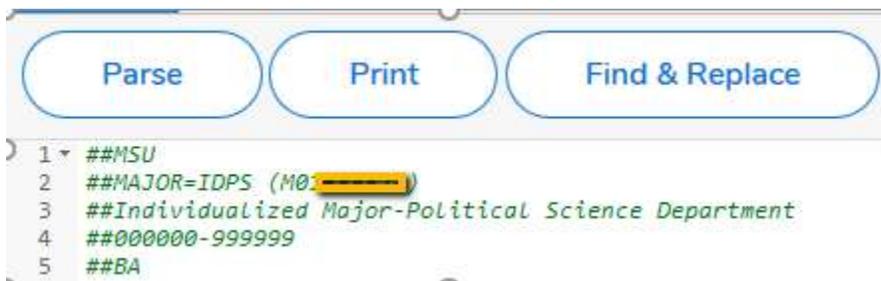
Stop catalog year *
The End of Time (999999)

Student ID
M███████

School

Degree
Bachelor of Arts (BA) (BA)

College

Major 2

Minor

CANCEL   SAVE

- In the block header lines at the top of the Scribe field, you will need to change the following:
  - Line 2 will need the BearPass number (M-number) changed.
  - Line 3 will need the department changed if you copied from a different individualized major code.
  - Line 5 may need the degree changed if it does not already match.

```
  Parse          Print          Find & Replace

) 1 ▾ ##MSU
  2   ##MAJOR=IDPS (M01━━━━━━)
  3   ##Individualized Major-Political Science Department
  4   ##000000-999999
  5   ##BA
```

- The next set of text changes occur just before the start of the various course requirement texts. You should change the number of credits required if it is different than what is required on this individualized major. In the Remark line, you will want to change the title of the individualized major to match the title of this individualized major.

```
23   Share (MAJOR)
24   Share (MINOR)
25   Share (OTHER=BA-DEGREE-RE)
26
27   45 Credits
28
29   ;
30
31   Remark "Individualized Major: East Asian Studies";
32
```

- Next you will edit the course requirements to match those approved on this individualized major. On an individualized major, the label is "<COURSETITLE>" for single courses or an appropriate general group label for choice requirements. The last entry should always be IDS 499. Consult with the Senior Associate Registrar supervising systems if you encounter any unusual requirement with which you need assistance scribing.

```
34   1 Class in ANT 303
35     MaxPassFail 0 Classes
36     Label 3 "<COURSETITLE>";
37
38   1 Class in ANT 395
39     MaxPassFail 0 Classes
40     Label 4 "<COURSETITLE>";
41
42   3 Credits in ANT 400, 500, 596
43     MaxPassFail 0 Classes
44     Label 5 "ANT Elective Choice 1";
45
46   3 Credits in ANT 306, 511, 596,
47                  SOC 325
48     MaxPassFail 0 Classes
49     Label 6 "ANT Elective Choice 2";
50     Remark "May not be the same ANT 596 used in Elective Choice 1"
51
```

- Click "Save" (not Save As) when finished.

- Run a new degree audit for the student to ensure that the individualized major is picked up on the degree audit and that the scribe requirements appear as intended.

Personalized Minors

- The approving department will send in a Personalized Minor form with all of the corresponding approval signatures. Look in Banner to see if the student has any other pre-existing personalized minors. You will need to know this to determine the appropriate minor code.

- Use the following chart to determine the appropriate minor code to use. For example, if this student were pursuing a BS major and this was their first personalized minor, the code would be IDX2. If the student were a BFA major and already had one personalized minor, the code for their second personalized minor would be IDY4. Add the corresponding minor code to their curricular record in Banner.

Title	BA	BS	BSED	BFA	BMUS	BME	BSN	BSW	BAS
Personalized Minors (ID)									
Minor									
Personalized Minor (1st minor)	IDX1	IDX2	IDX3	IDX4	IDX5	IDX6	IDX7	IDX8	IDX9
Personalized Minor (2nd minor)	IDY1	IDY2	IDY3	IDY4	IDY5	IDY6	IDY7	IDY8	IDY9
Personalized Minor (3rd minor)	IDZ1	IDZ2	IDZ3	IDZ4	IDZ5	IDZ6	IDZ7	IDZ8	IDZ9

- Open Scribe.

- Search for a scribe block previously built under that minor code. Click the "Search for Blocks" button at the bottom.

- Click the title of the block you wish to open.

Block Search Results

	Title ↑	Block type	Block value	Requirement ID	Start catalog year	Stop catalog year	School	Degree
☐	Personalized Minor-BS	MINOR - Minor	IDX2 - Personalized Minor (1st minor) (BS)	RA003043	The Beginning of Time	The End of Time		BS - Bachelor of Science (BS)
☐	Personalized Minor-BS	MINOR - Minor	IDX2 - Personalized Minor (1st minor) (BS)	RA001750	The Beginning of Time	The End of Time		BS - Bachelor of Science (BS)
☐	Personalized Minor-BS	MINOR - Minor	IDX2 - Personalized Minor (1st minor) (BS)	RA001746	The Beginning of Time	The End of Time		BS - Bachelor of Science (BS)

- Click the "Save As" (not Save) button as will want to create a new copy that you can edit.

Personalized Minor-BS (RA003043)

ⓘ Block details   ⋮   PARSE   SAVE ∧

Scribe templates ▽

Save
Save As
Save Local File

```
1  ##MSU
2  ##MINOR=IDX2 (M███████)
3  ##Personalized Minor-BS
4  ##000000-999999
5  ##BS
```

- In the Save As a New Block box, you will want to change the Student ID to be the BearPass number (M-number) of the student for whom this personalized minor is approved. When finished, click the "Save" button.

Block Details - RA003043

Title *
Personalized Minor-BS

Block type *
Minor (MINOR)   ∨

Block value *
Personalized Minor (1st minor) (BS) (IDX2)   ∨

Start catalog year *
The Beginning of Time (000000)   ∨

Stop catalog year *
The End of Time (999999)   ∨

Student ID
M█████████

School   ∨

Degree
Bachelor of Science (BS) (BS)   ∨

College   ∨

Major 1   ∨

Major 2

CANCEL   SAVE

- In the block header lines at the top of the Scribe field, you will need to change the following:
  - Line 2 will need the BearPass number (M-number) changed.

```
1   ##MSU
2   ##MINOR=IDX2 (M▓▓▓▓▓▓▓)
3   ##Personalized Minor-BS
4   ##000000-999999
5   ##BS
```

- The next set of text changes occur just before the start of the various course requirement texts. You should change the number of required credits if it is different than what is required on this personalized minor. In the Remark line, you will want to change the title of the personalized minor to match the title of this personalized minor.

```
20   Share (MAJOR)
21   Share (MINOR)
22   Share (OTHER=BA-DEGREE-RE)
23
24   18 Credits
25
26   MaxPassFail 0 Classes
27
28   ;
29
30   Remark "Personalized Minor: Sign Language";
31
```

- Next you will edit the course requirements to match those approved on this personalized minor. On a personalized minor, the label is "<COURSETITLE>" for single courses or an appropriate general group label for choice requirements. Consult with the Senior Associate Registrar supervising systems if you encounter any unusual requirement with which you need assistance scribing.

- Click "Save" (not Save As) when finished.

- Run a new degree audit for the student to ensure that the personalized minor is picked up on the degree audit and that the scribe requirements appear as intended.

Changing a Personalized Minor to a Different Degree Type

If a student changed degree types, their personalized minor would also need to change degree types. You can do this without rebuilding the entire personalized minor.

- Change their personalized minor code in Banner.

- Open the scribe box for their personalized minor. The easiest way to find this is to search by the Secondary Tag of Student ID for their BearPass number (M-number) rather than by the personalized minor code.

- This should yield only blocks that are personalized to that student, so the result is usually just the block you want unless the student has more than one personalized minor or also have an individualized major. Open the desired scribe block by clicking on the block title.

- In the block header lines at the top of the Scribe field, you will need to change the following. When finished, click the "Edit Details" button to the upper-right corner of the box.
  - o Line 2 will need the minor code changed.
  - o Line 3 will need the degree type changed.
  - o Line 5 will need the degree type changed.

- In the Block Details box, you will need to change the degree code at the end of the Title field. You will need to update the Title, Block Value and Degree. When finished, click the "OK" button.

Block Details - RA003970

Title *
PERSONALIZED MINOR-BS

Block type *
Minor (MINOR)

Block value *
Personalized Minor (1st minor) (BS) (IDX2)

Start catalog year *
The Beginning of Time (000000)

Stop catalog year *
The End of Time (999999)

Student ID
M█████████

School

Degree
Bachelor of Science (BS) (BS)

College

Major 1

Major 2

CANCEL   **DONE**

- Click "Save" (not Save As) as you want to edit the existing block, not created an additional personalized minor block.

- Run a new degree audit for the student to ensure that the individualized major is picked up on the degree audit and that the scribe requirements appear as intended.

Section 9: Additional Degree Works Tools

There are some additional tools that are very important and useful for managing Degree Works responsibilities.

Ellucian Customer Center

Ellucian is the company that owns Degree Works as well as Banner. The Ellucian Customer Center is a tool that provides a variety of various a In order to use these tools, users must sign up for a free Ellucian users account, which can be done at https://ellucian.com/customer-center. Setup will include setup of multifactor authentication. Okta Verify is recommended.
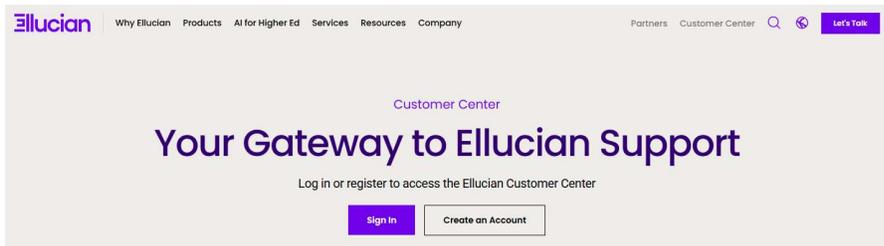
When you log in, there is a centralized dashboard that makes it easy to access the various features found in the Customer Center. Some of the most useful tools are the following:

Degree Works Documentation

There is a library of available documentation about a variety of Ellucian products, including Degree Works. After logging into the Customer Center, you can access the various user's guide by clicking on the Resources link at the top of the page. Click on the "All Products" link in the Documentation column under the Resources drop-down menu.
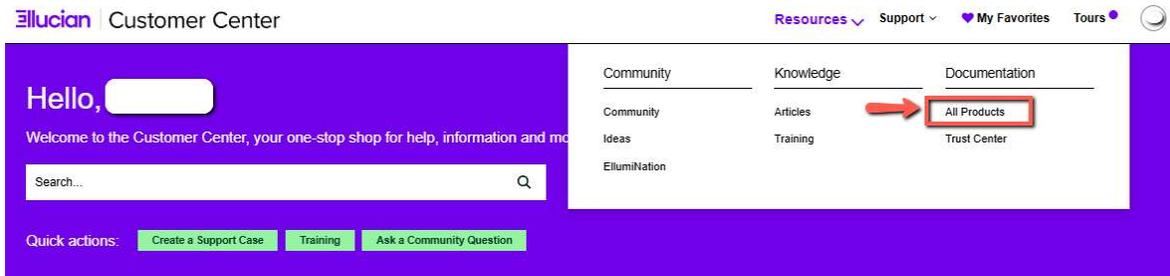
In the Product A-Z section towards the bottom of the page, click "D" in the Alphabetical search and then click the title in the Degree Works box.
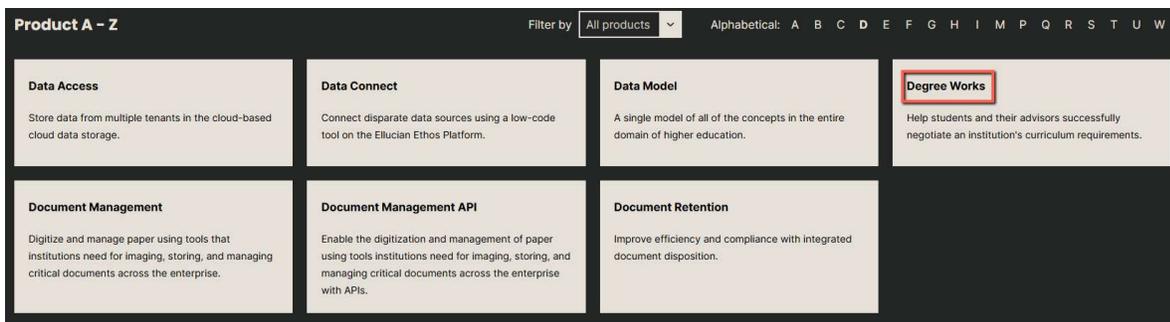
This takes you to the documentation library.
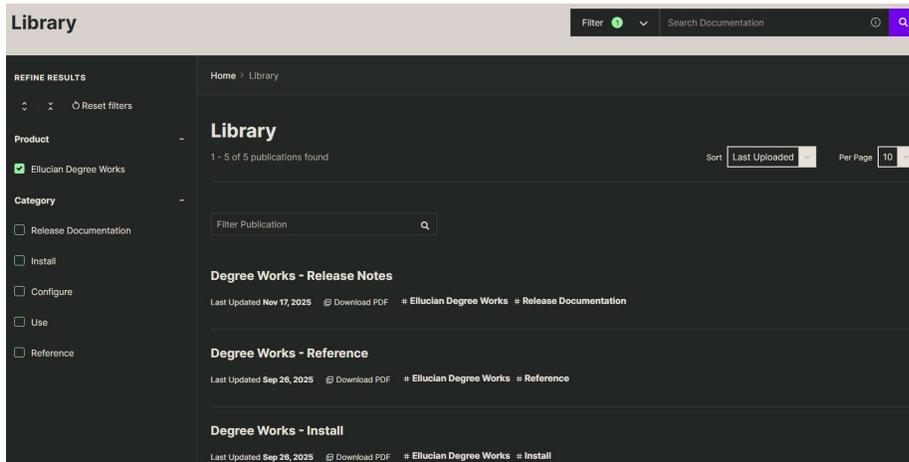
Community

Community is a resource where users can post questions to the user community. Other users and Ellucian support staff have access to read the post and response. Users can also sign up to receive a daily digest that summarizes all of the posts from the previous day. To access Community, on the Resources link at the top of the page. Click on the Community link located in the Community column on the left side of the page.
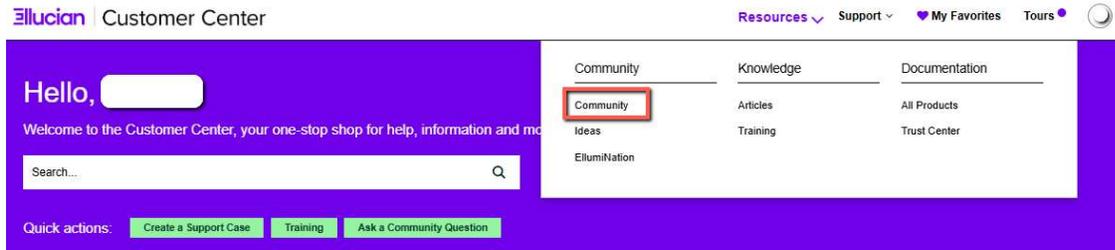
Resources include videos showing the user how to use Community and to sign up to follow specific places and content within Community. For Degree Works specific content, click the "Browse Forums +" button and select the Degree Works box.
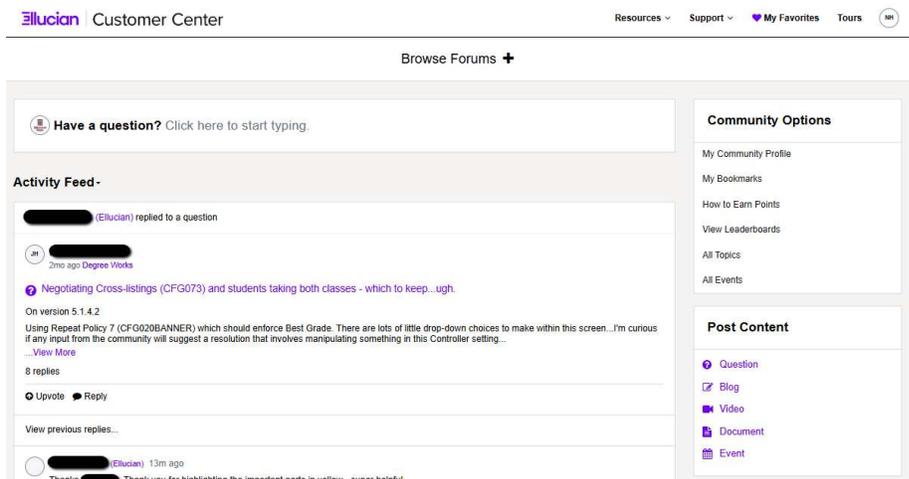
Ideas

Ideas is an avenue for a user to submit an idea for product improvement. Other users can review your idea and vote whether they support your idea. Ellucian staff uses this feedback as part of their consideration about future product updates.

To access Ideas, on the Resources link at the top of the page. Click on the Ideas link located in the Community column on the left side of the page.


To review an idea, click on that idea's title to open it. To vote to support the idea, you can upvote (or downvote) an idea on the left side of the idea screen. You can leave it on All Ideas or toggle to My Ideas.There is also a "Create an Idea" button at the top of the page where the user can submit their own idea for consideration.
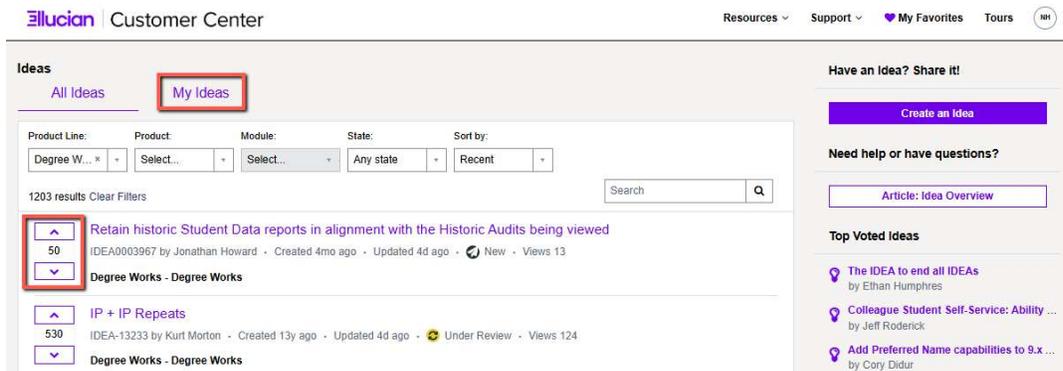
Action Line Cases

When users cannot find answers to their questions using the above methods, there may be occasions where there is a need to reach out to the Action Line for product support. This electronic submission tool allows the user to submit their request to Ellucian and communicate back and form (including submission of attachments and screenshots) to work on solving the problem.

A case can be created directly from the Customer Center dashboard or by clicking on the Support link at the top of the page. Click the "Create a Support Case" link.
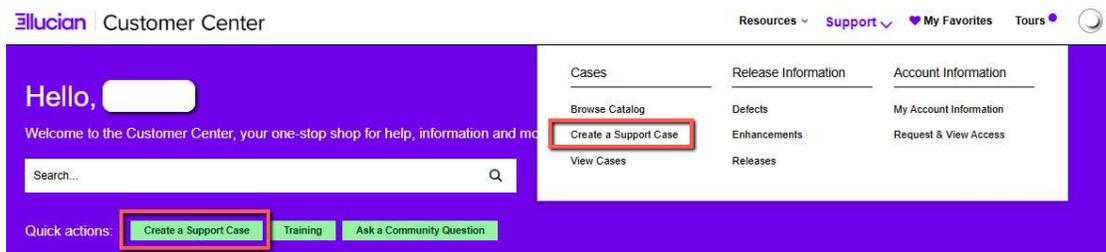
Complete the "Create a Support Case" screen. There is an ability to add attachments to the support case.

Users can see a history of their own submitted cases as well as those of their institution. You can open the case to review progress in solving it and to communicate back and forth with the Action Line. Often, they will guide you through various processes and file/log needs that you can work collaboratively with your contacts in Computer Services to obtain.

Degree Works Website

There is a Degree Works website (https://www.missouristate.edu/registrar/degreeworks.htm) maintained by the Office of the Registrar to serve as a Degree Works resource to the campus community. Items found on the site include the following:

- Degree Works Core 42 Resources
- Degree Works Future Projects/Enhancements
- Degree Works Training Workshops for Faculty/Staff
- Degree Works User's Guides
- Degree Works FAQ

This can be accessed from the Links section in the Degree Works header row.
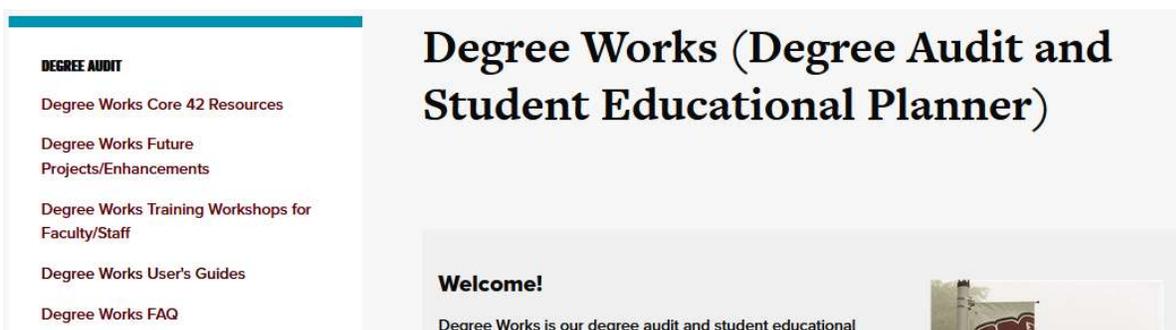
Administrative Audit

Purpose of the Administrative Audit

The Administrative Audit is a tool developed primarily for Office of the Registrar use to support administrative needs that do not need to be tracked from a graduation perspective. Below is a description of the various items found within the Administrative Audit. It is important to remember that it does not related to a particular degree. For example, if there is a course that is not allowed to apply towards a degree that such as restriction would not be enforced in an administrative audit. For example, if course ABC 123 cannot apply towards a BFA degree, a BFA audit would not use the course towards the 120-hour count while an administrative audit would since it is not degree-specific.

120 Credit Count Review

Instead of being programmed to look for 120 credits, this is programmed to look for 1,120 credits so that the section is never met. The purpose of this is to:

- Allow for advisors and OR staff to more easily see in-progress repeat situation.
- Allow for advisors to more easily determine if a current course is needed to reach 120 credits.
- Allow OR staff to determine course applicability for athletic compliance purposes.

40 Hour Upper Division Review

Instead of being programmed to look for 40 upper-division (UD) credits, this is programmed to look for 540 credits so that the section is never met. The purpose of this is to:

- Allow for advisors and OR staff to more easily see in-progress repeat situation.
- Allow for advisors to more easily determine if a current course is needed to reach 40 UD credits.
- Allow OR staff to determine course applicability for athletic compliance purposes.

Core 42 Versus General Education Comparison

The final two sections show the Core 42 and general education blocks so that users can compare the two to make more informed decisions about which set of requirements may be the most academically beneficial to follow. Keep in mind that any degree-level or program-level sharing restrictions would not be enforced on these audits since there is no specific program tied to the administrative audit.

How to Generate an Administrative Audit

- Log into the Degree Works degree audit through My Missouri State. Students will go directly to their degree audit. Advisors will select the student they wish to review. Click on the "What If" link.

- Pick "Not Degree Seeking" in the Degree field and pick the current catalog term in the Catalog year field. In the major box, pick the last selection option (zz-Administrative Audit (Preadm major WP). Disregard the "Preadm major WP" part of the label.

- Pick the level of "Undergraduate" for the administrative audit since the requirements it is designed to supply information for are undergraduate in nature.

What-If Analysis

☐ Use current curriculum ☑ In-progress classes ☑ Preregistered classes

Program

Catalog year *	Degree *
Spring 2025	Not Degree Seeking

Level *
Undergraduate

Areas of study

Major *	Major catalog year
zz-Administrative Audit (Preadm major WP)	Spring 2025

Minor	Minor catalog year

Additional areas of study

Future classes

Subject	Number	ADD

RESET   PROCESS

Degree Works Downtime Manager

For periods where the degree audit needs to be taken out of service temporarily, the Office of the Registrar can manage this through the Downtime Manager. Built by MIS, this resource can be used to place a temporary out of service message. It can only be programmed to display one downtime message per day without assistance from MIS. When activated, it will block both the student and faculty/staff Degree Works related cards from accessing the degree audit. Office of the Registrar staff will continue to be able to access the audit through the Registrar Staff Resource Links website.

https://gapp.missouristate.edu/University/DegreeWorks/pageDown

Degree Works - Down-time Parameters

Text to Display

0/1000 character limit.

Start Date and Time   MM/dd/yyyy HH:mm

End Date and time   MM/dd/yyyy HH:mm

Active Down Time Entries

Start	End	Message	
2019-12-17 14:39:00.0	2019-12-18 17:00:00.0	Degree Works (Degree Audit and Student Educational Planner) will be unavailable on Monday, December 16 through part of Wednesday, December 18 to facilitate fall 2019 end of term processing. The links will be restored on Wednesday, December 18 as soon as all end-of-term processes are complete. We apologize for any inconvenience.	Deactivate
2020-05-18 14:00:00.0	2020-05-19 17:00:00.0	The Degree Works Degree Audit and Student Educational Planner will be unavailable starting the afternoon of Monday, May 18 through the end of the day on Tuesday, May 19, 2020 in order to facilitate spring 2020 end of term processing.	Deactivate
2020-08-03 14:00:00.0	2020-08-04 17:00:00.0	The Degree Works Degree Audit and Student Educational Planner will be unavailable starting the afternoon of Monday,August 3 through the end of the day on Tuesday, August 4, 2020 in order to facilitate summer 2020 end of term processing.	Deactivate

Submit

Degree Works Direct Links

Degree Works PROD:	https://degreeworks.missouristate.edu/mobile/
Degree Works Controller:	https://degreeworks.missouristate.edu/Controller/
Degree Works TESS:	https://degreeworks.missouristate.edu/TransferEquivalencyUI/#/
Degree Works Transit:	https://degreeworks.missouristate.edu/TransitUI/
Degree Works Downtime Mgr:	https://gapp.missouristate.edu/University/DegreeWorks/pageDown
Degree Works TEST:	https://degreeworkstest.missouristate.edu/mobile/
Degree Works TEST Controller:	https://degreeworkstest.missouristate.edu/Controller/
Degree Works TEST TESS:	https://degreeworkstest.missouristate.edu/TransferEquivalencyUI/#/
Degree Works TEST Transit:	https://degreeworkstest.missouristate.edu/TransitUI/
Degree Works TEST Down Mgt:	https://testgapp.missouristate.edu/University/degreeWorks/pageDown