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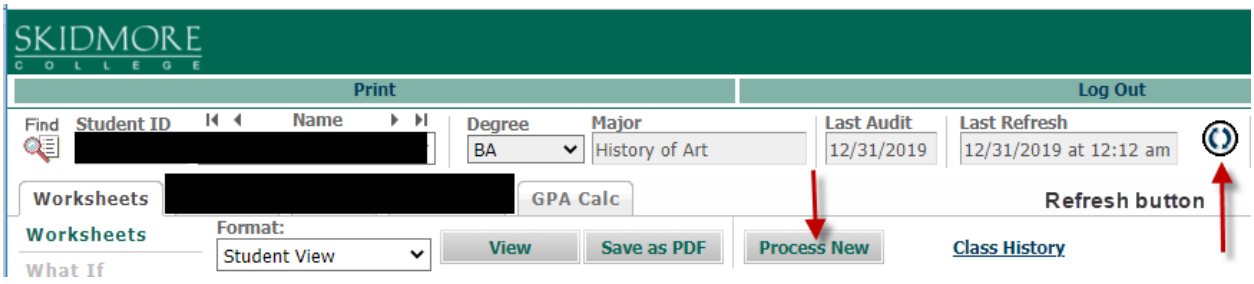
New feature as of 11/17/2021: Advisor will now be able to refresh and run and audit. This will be extremely beneficial to advisors during advising/registration week.



Note: Please follow best practices and be aware of FERPA REGULATIONS. GPA's, Skidmore IDs, and Grades are CONFIDENTIAL INFORMATION. Ensure you are emailing to ONLY the student using their @skidmore.edu email address.

Overview

Degree Works is a web-based degree audit tool designed to help students and advisors monitor progress toward graduation. Advisors should use this tool to help keep their students on track to graduate on time, making sure the courses their students take are appropriate and count towards their degree. **Degree Works is designed to aid and facilitate academic advising, but is not intended to replace advising sessions with your advisees. Degree Works is neither an official academic transcript nor an official notification of completion of degree requirements.**

How does Degree Works work?

Degree Works looks at the requirements for a program of study as well as the coursework completed to create an easy-to-read degree audit. The requirements for programs of study as determined by the colleges catalog are outlined in the audit blocks. Any classes students have taken or are currently registered for are used to fill the block requirements. Completed classes are indicated by a checkmark while in-progress courses are indicated by a blue box with a wavy line inside. Any requirements still remaining will have an open red box beside them.

How do I know if a student has a Degree Works audit?

If the student is in a catalog year of 2014-2015 or later, you will be able to view their audit in Degree Works. If they have a catalog prior to 2014-2015, they will not have a pre-existing audit in Degree Works. You will be able to use the What-If function to evaluate the student's requirements in another catalog term starting with catalog term of 2014 or higher.

How do I know which classes students need to take?

The audit is set up to display the requirements for each program of study in separate blocks. Each block will list the requirements needed to complete that block.

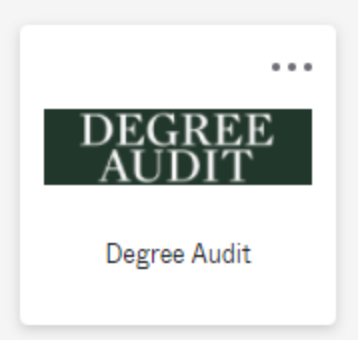
What if I think there is an error in a student's audit?

If you find any issues with Degree Works, please email s_clemme@skidmore.edu (include the students Skidmore ID and a screen shot if possible) so that we may investigate any issues.

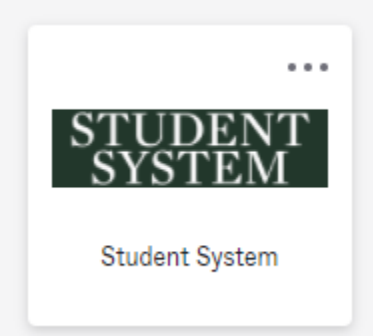
Accessing Degree Works

There are two ways in which an advisor can access a Degree Audit.

- **OKTA-Degree Audit:** Logging into OKTA and selecting the Degree Audit tile opens up a blank degree audit that the advisor can do a "Find" for a specific student or their current advisees.



- **OKTA-Student System:** Logging into OKTA and selecting Student System tile opens up the web based Student System application. From there you can navigate to a student's Student Profile and click on Degree Audit to display that students' degree audit.

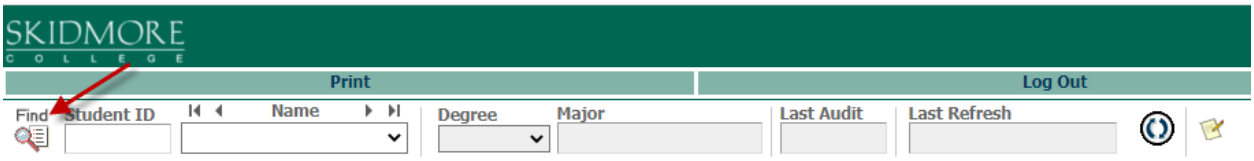


OKTA-DEGREE AUDIT

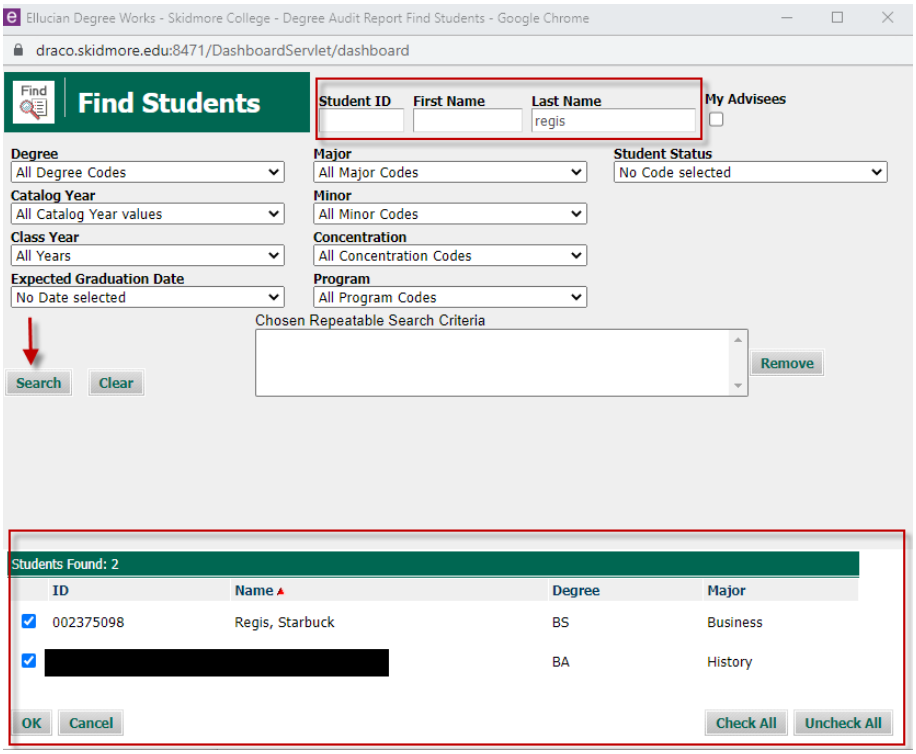
Overview

Directly clicking on the Degree Audit tile from OKTA, gives you the ability to search for any student to obtain their degree audit information (less clicks to get to an audit versus Student System).

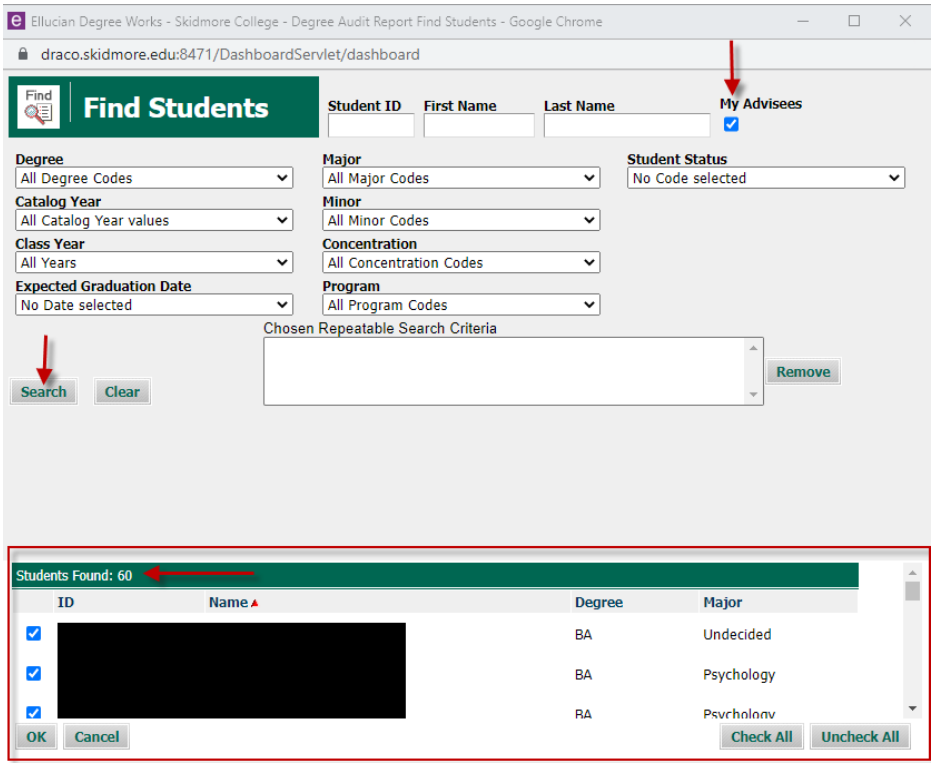
- From OKTA, select the "**Degree Audit**" tile.
- Find: select the "**Find**" icon in the upper left corner.



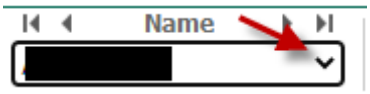
- **To find a specific student:**
  - Enter the Student's ID# (aka SkidID) OR first name and/or last name (not case sensitive).
  - Hit "**Enter**" or click "**Search**".
  - Name will appear at the bottom of the screen.
  - If more than one student with that name, click "**uncheck all**". Then, check the box next to the appropriate student and click "**OK**".
  - The "**Audit Worksheet"** will then be displayed.



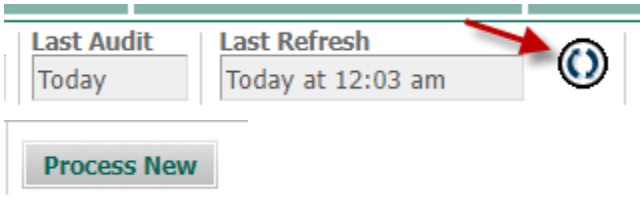
- **To find your current advisees:**
  - Check the "**My Advisees**" box.
  - Hit "**Enter**" or click "**Search**".
  - Your current (active) advisees' names will appear at the bottom of the screen.
  - If you wish to view ALL your advisees, click "**OK**", else click "**uncheck all**" and then check the box next to the appropriate advisees and click "**OK**".



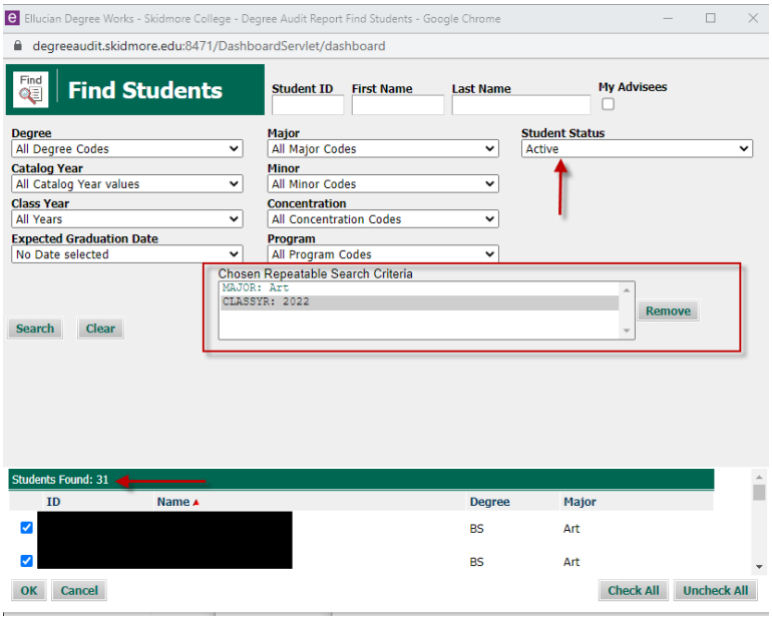
  - The "**Audit Worksheet**" will display the first advisee's audit. To see the list of advisees click on the drop down arrow in the "**Name**" box. Select the appropriate advisee in the list and that audit will display.



- **To find a group of students (do NOT select just one filter).**
  - Click on the drop down arrow in two or more of the "filter" options.
  - In the "Chosen Repeatable Search Criteria" the filter options selected will display (all except Student status).
  - To remove an option, select it and then click "**Remove".**
  - Hit "**Enter**" or click "**Search**".
  - Name(s) will appear at the bottom of the screen.
  - If you wish to view ALL in the filtered group, click "**OK**", else click "**uncheck all**" and then check the box next to the appropriate advisees and click "**OK**".
  - The "**Audit Worksheet**" will display the first student's audit. To see the list of students click on the drop down arrow in the "**Nam**e" box. Select the appropriate student in the list and that audit will display.
  - **IMPORTANT:** The Last Refresh information on the audit, indicates the last time the audit was updated with Student System changes (i.e. grades, registration, class yr, etc). Click the "**Refresh**" button and then "**Process New**" tile to see current student data.



Note: In this example, filters used: Major=Art and Class Year = 2022 and Student Status=Active



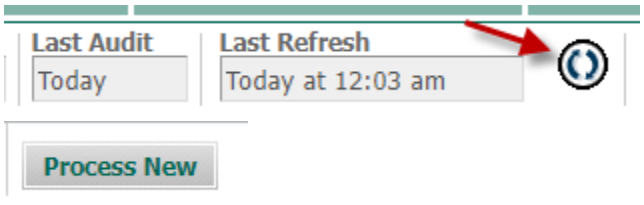
OKTA-STUDENT SYSTEM

Overview

Navigating using the Student System tile will bring you to the Student System applications' Welcome page. From here you will need to navigate to the **Advising** "block" where you can search for a specific advisee and "**View Profile**" or "**View My Advisee Listing**".

1. From OKTA, select the" **Student System"** tile.
2. Select "**Faculty Services**".
3. Select "**Advising**".
4. **Term**: select the appropriate term.
5. **View advisee listing, or search by**: Click in the circle of either **Student ID, student Email or Student Name.** Once you make a selection, a text box will appear for you to enter the information.
   - **Student ID:** Enter the students' Skidmore ID, press the Tab key on the keyboard. Click **View Profile.**
     OR
   - **Student Email:** Enter the students' Skidmore email address, press the Tab key on the keyboard. Click **View Profile**.
     OR
   - **Student Name:** Enter the students' Name.
     Example are: Late Name then comma - (Test,)
     Last Name, First Name - (Test, Regis)
     Last Name, first letter of First Name with wildcard 0 (Test, R%).
     Press the Tab key on the keyboard, click the appropriate students' name.
     Click "**View Profile"**.
6. Student Profile page displays. Left-hand column, select **Degree Audit**.
7. The advisees audit displays.

8. **IMPORTANT:** The Last Refresh, indicates the last time the audit was updated with Student System changes (i.e. grades, registration, class yr, etc). Click the "**Refresh**" button and then "**Process New**" tile to see current student data.



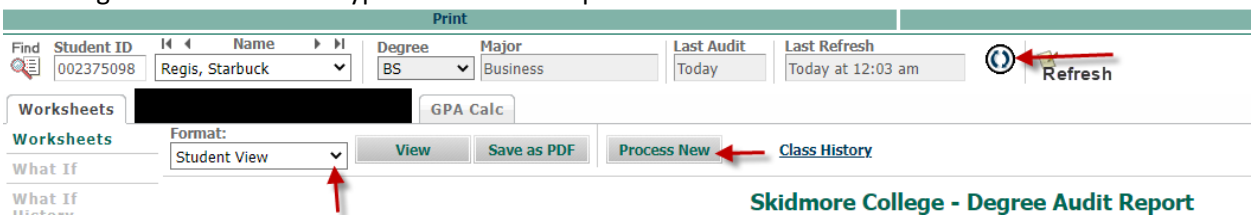
Degree Audit

Overview

Degree audits are individualized, printable PDF's displaying courses taken, transfer credits, courses still needed to complete a requirement(s), and courses in-progress. Audits may be viewed in two different formats.

- Student View: provides a complete and detailed audit of the students' academic record (default at login).
- Registration Checklist: provides only the courses still needed to meet degree requirements.

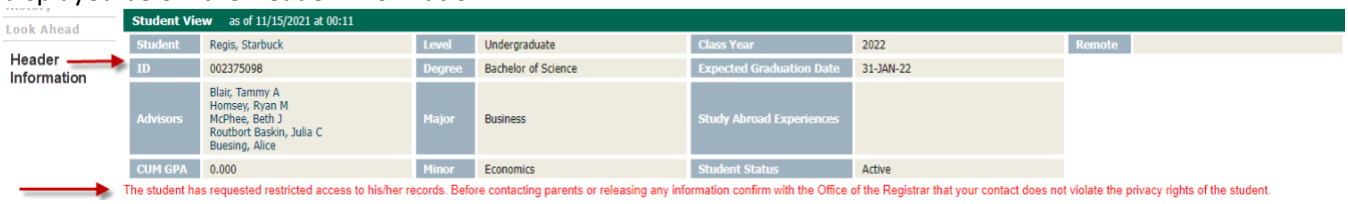
To change the Format audit type click on the drop down arrow.



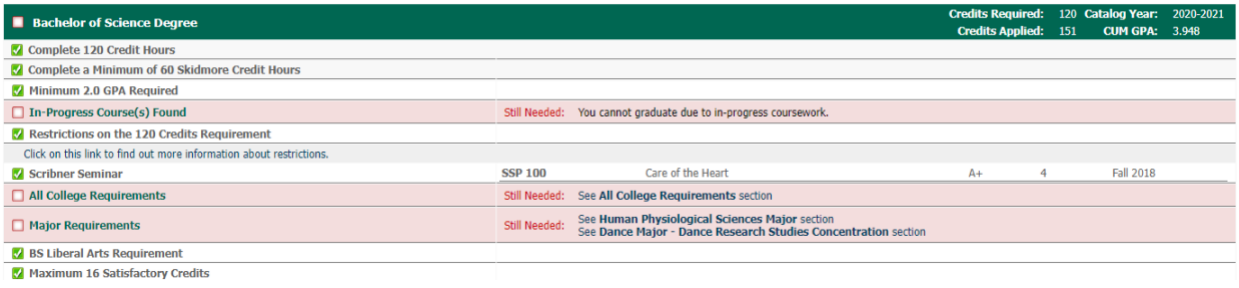
- Two new buttons, "**Refresh"** and "**Process New"**, allows the advisor to refresh and run an audit so that the audit being displayed has up-to-date data from the Student System.
- **"Class History"** link displays all courses on the audit by Term

Reviewing an Advisee Worksheet

The top part of a student's record contains basic information about the student. This information can be very beneficial when advising. If a student has requested restricted access to their record, it will be displayed below the Header Information.

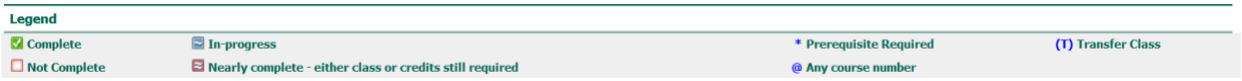


The first block is summary of the degree and what is required in order to graduate, along with the students' catalog year, credits applied toward degree and cumulative GPA.



Blocks that follow the Degree Requirements (in order):

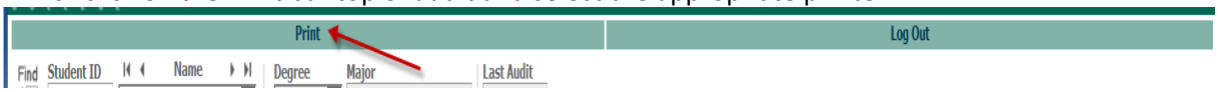
- All College Requirements
- Maturity Level Requirements
- Major(s) – it will include associated catalog year and major GPA
- Major concentration (if applicable)
- Minor(s) – it will include associated catalog year and minor GPA
- BA Liberal Arts Requirements
- Satisfactory Credits – a maximum of 16 credits
- Breakdown of courses not used, courses that are insufficient and courses that are in-progress.
  - **Fallthrough Courses** (Additional Courses) - courses are those that could not be applied into the audit. This, as an advisor, is a great place to ensure you have registered the student correctly, and to spot potential course substitutions and/or equivalents.
  - **Insufficient** (No Credits Earned) - courses are those that did not have sufficient grades (F, W, NC, etc.).
  - **In progress** – courses are classes the student is currently enrolled in. You'll want to double check all in-progress courses are plugging into the student's audit.
- Legend – key of the audit.



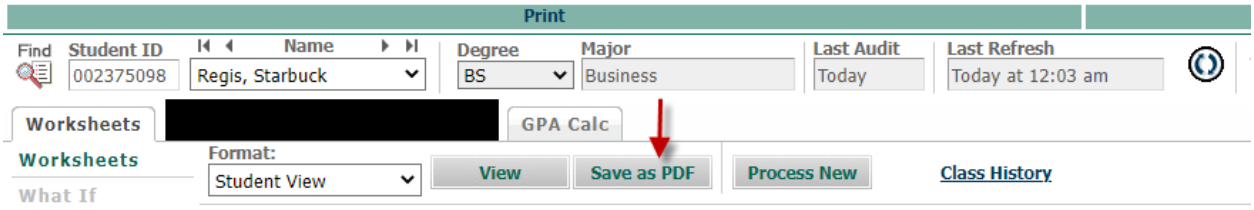
Printing an Audit

You have the ability to print, email or save a student's audit as a PDF.

- **Print**: click on the Print bar top of audit and select the appropriate printer.

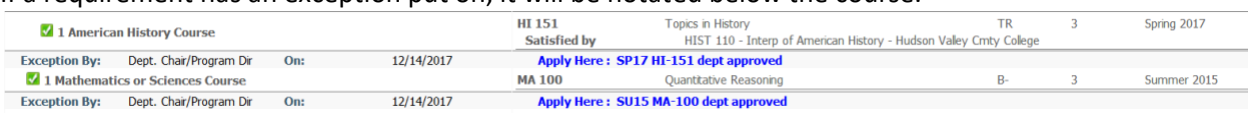


- **Email**: click "Save as PDF", save the file and then attach file in the email.
- **Save PDF**: click "Save as PDF" and save the file.



Exceptions

If a requirement has an exception put on, it will be notated below the course.

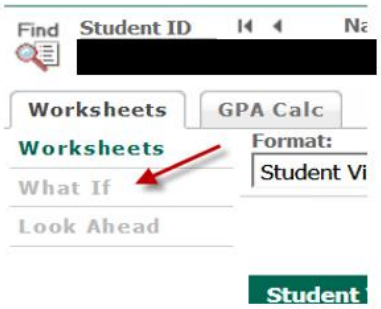


Note: The Chair of the Department is the only one who can request an exception. For transfer course exceptions, email pbrehm@skidmore.edu. For Skidmore course exceptions, email s_clemme@skidmore.edu.

WHAT-IF AUDIT

Overview

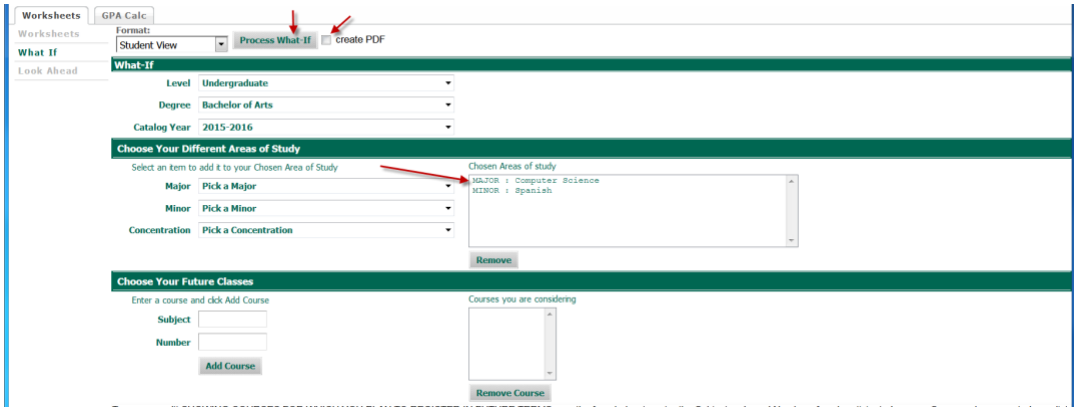
If you want to see what requirements a student would have left for a major or minor that is different from their declared major(s) and/or minor(s), the What If audit is used for that. You find this tool on the left side toolbar on Degree Works.



Major and/or Minor What-If

1. Select which degree and/or catalog year you wish to query. Keep in mind Degree works only goes back to 2014-2015 catalog.

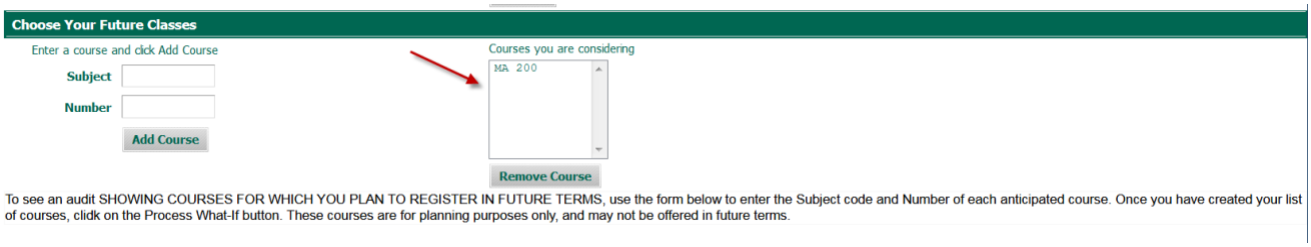
2. Choose a major and/or minor. (Note: You may choose only 1 major and 1 minor at a time. If you choose to query multiple majors, you must do them separately.) The chosen major and/or minor will populate in the "**Chosen Areas Of Study**" box on the right side.
3. Click "**Process What-If**" to view the audit. If you would rather have a PDF to print and/or email, click in box "**create PDF**".



Courses What-If

To see an audit showing courses for which the student plans to register for in future term.

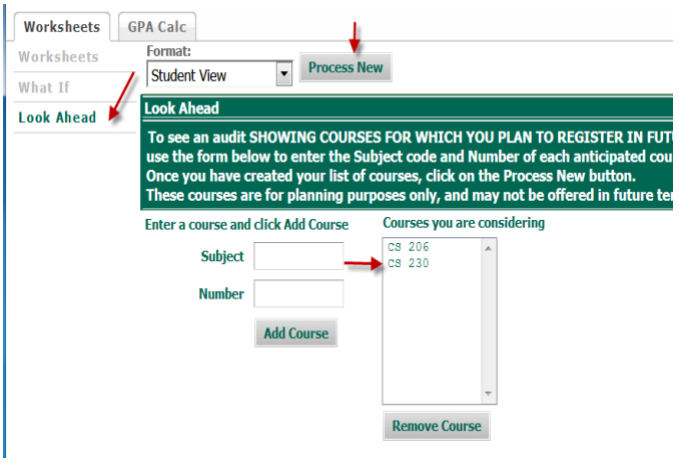
1. Enter the subject and course number.
2. Click "Add Course" (I.e. MA 200).
3. The course will display in the "Courses you are considering".



4. Click "Process What-If" to view the audit. If you would rather have a PDF to print and/or email, click in box "create PDF".

LOOK AHEAD AUDIT

Overview

The "Look-Ahead" audit is used when you wish to shows courses for which the student plans to register in future terms. **(Note: These courses are for planning purposes only, and may not be offered in future terms. Also, do not enter courses that you have already taken that are non-repeatable courses.)**

1. Click "**Look Ahead**".
2. Enter **subject** and **course number**.
3. Click "**Add Course**", (repeat steps b and c. if you want to add additional courses).
4. Click "**Process New**".