



**FERRIS STATE
UNIVERSITY**

IMAGINE MORE

**Advising with
MyDegree:
WORKSHEET
FUNCTION**

Training Handout



Powered by Ellucian DegreeWorks

Worksheet Function Table of Contents

MyDegree Purpose	2
Benefits of MyDegree	3
Checksheet Repository	4
Accessing MyDegree	
Advisor	6
Student	7
Understanding the MyDegree Sections	8
Header Section	8
Worksheets Tab	8
Degree Requirements	9
Degree Drop Down	10
Changing the Worksheet Format	
Student View	10
Registration Checklist	11
Refreshing Data and Process New	11
Using the “What If”	12
“What If” Save As PDF	13
Choose Your Future Classes (Look Ahead)	13
Class Summary	14
Course Link	15
Save as PDF	15
Exceptions	16
Additional MyDegree Tools	
Find Button	17
Notes Tab	18
GPA Calculator	
Graduation Calculator	19
Term Calculator	20
Advice Calculator	21
Who to Contact	23

Goals of the MyDegree Worksheet Advising Training

By the end of this training you should be able to:

1. State why Ferris is using MyDegree and how to make sure the correct checksheet is being used
2. Log into MyDegree via MyFSU
3. Understand the degree audit (Worksheets tab) including how to read, interpret, and explain it to advisees
4. View students information if they have declared more than one degree
5. Change the formatting of the Worksheets tab
6. Refresh the student data to ensure the audit is up-to-date
7. Process a “What If” to help students make appropriate career goals

Purpose of MyDegree

MyDegree is an electronic degree audit software application that:

1. Applies students’ earned college credits to specific Ferris/Kendall academic programs using a best-fit algorithm
2. Shows progress toward degree completion by identifying University, General Education, and Program specific requirements
3. An advising tool to help students stay on track and reduce time and money to degree completion
4. Used to complete a student’s graduation audit
5. Helps students know what classes to take each semester using the Planning tool

Student Benefits

- Determine what requirements you need to fulfill in order to complete your degree
- Reduce time to graduation and student debt by knowing what classes to take and when
- Identify requirement completion for general education, major, minor and concentration areas
- View individual course grades and cumulative grade-point average (GPA)
- Learn the pre-requisites and co-requisites for courses by clicking on the course numbers
- See how your coursework could be applied toward another major, minor, certificate, or concentration using the “What If” tool
- Advisor’s notes are available electronically 24/7
- Reduces paperwork: Program check sheets and audits are stored in one location, can be accessed 24/7, and are completed automatically
- Use the GPA calculator to determine various aspects of GPA
- Helps students be better prepared for their advising appointment

Advisor Benefits

- Improves advising consistency: All advisors access the same information and materials and can leave notes for all (including advisee) to read
- Reduces paperwork: Program checksheets and audits are stored in one location, can be accessed 24/7, and are completed automatically
- Unified system to track program changes over time to ensure the advisor is using the correct checksheet for each advisee
- Help advisee identify completed and unfinished general education and program specific requirements
- Keep track of advising advice in one location using “Notes”
- Help advisees realistically plan what classes will be necessary to achieve their academic and career goals
- Plan with advisee what classes to take during each semester via the student educational planner
- Allows the advisor to free up space in their file cabinet as they no longer need a paper record of their students’ progress
- Can advise students located anywhere without having to worry about the location of the latest paperwork

University Benefits

- Improve advising which will reduce student credit hours thereby reducing student debt
- Improves time to graduation by having an effective plan
- Allows the University to plan for future class offering needs: running reports against the planner
- Proactively helps students achieve their educational goals – can run various reports to identify targeted student populations
- Ensures consistency across the University in granting degrees

Checksheet Repository

Purpose of the Repository

The official checksheets for each degree at Ferris State University, starting in the 2012-2013 academic year are located in the Academic Affairs Checksheet Repository. The repository is the source of truth so MyDegree matches the official checksheet and the Ferris catalog links to the checksheet within the Checksheet Repository for the list of degree requirements. The repository is a searchable database available within MyFSU to Ferris employees with the Faculty/Advisor tab. Checksheets can be found by searching four different categories: 1) college, 2) degree level (BS, AA ...), 3) major (accounting, nursing ...) and 4) catalog year.

How to get an official checksheet

When a checksheet is needed, make sure and use an official checksheet by getting the checksheet from the Checksheet Repository Remember: To earn a minor or concentration a student must be seeking a bachelor degree. A bachelor seeking student can declare any minor (there are few exceptions), the minor is not tied to a specific bachelor, and therefore the minor will have its own checksheet. However, a concentration is tied to a specific bachelor degree and therefore the concentration will be part of the bachelor degree checksheet.

Steps

1. Log into your *MyFSU* account
2. Click on the *Faculty & Advisors* tab
3. Click the *FSU Curriculum* icon under Faculty Quick Links
4. Click *Checksheet Repository* on the left hand menu
5. Click the *checksheet repository* link on the right hand side of the page
6. Choose your criteria for the checksheet(s) for which you are looking for

Step 1

Step 2

Step 3

Step 4

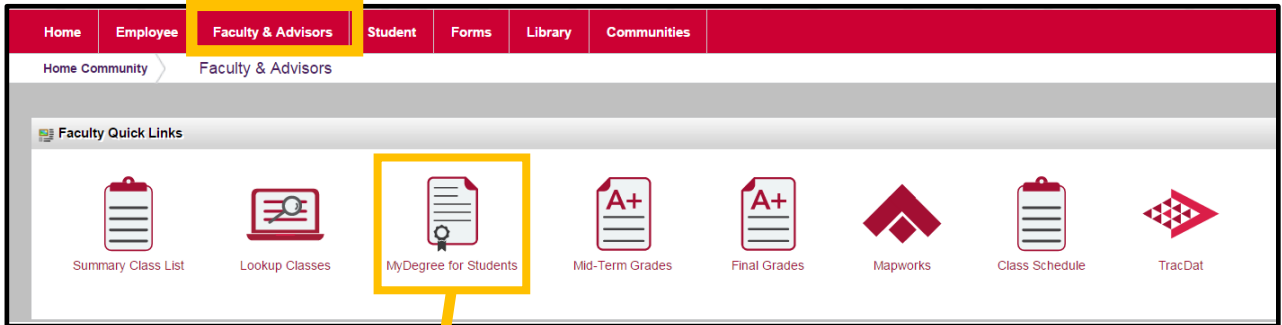
Step 5

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Advisors

Step 1: MyDegree is available from MyFSU:

- Faculty & Advisors tab
- MyDegree for Students under the Faculty Quick Links



Step 2: Select a student ID

Student and Advisee ID Selection

You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

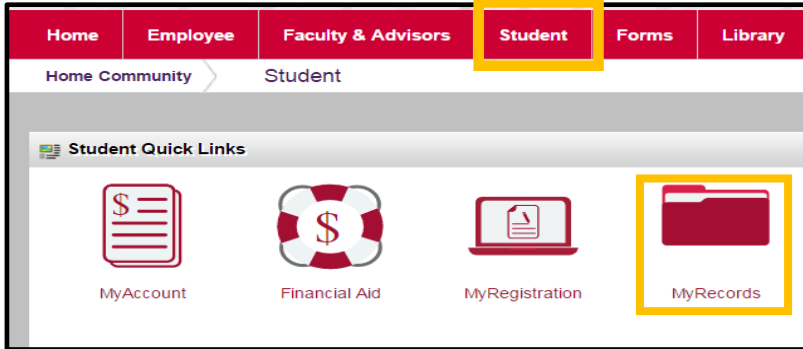
Search Type:

- Students
- Advisees
- Both
- All

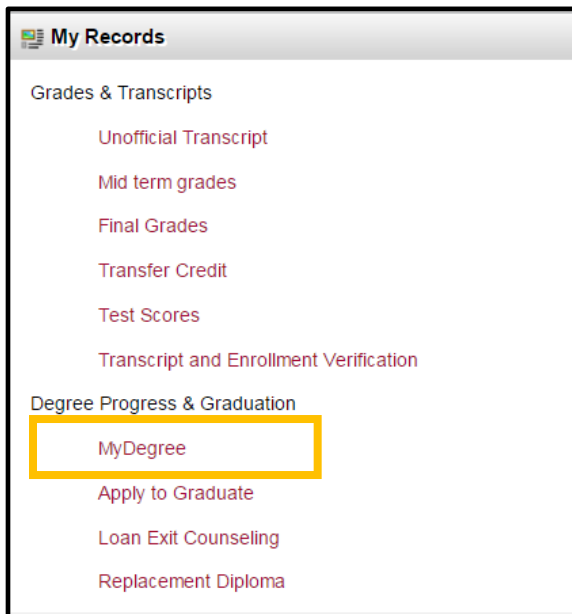
Students

Step 1: MyDegree is available from MyFSU:

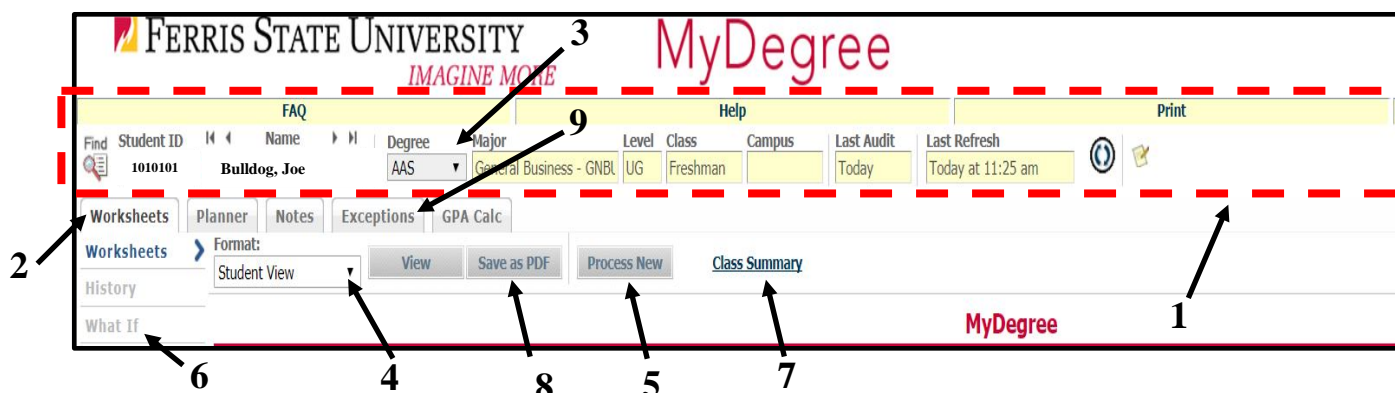
- Student tab
- MyRecords under the Student Quick Links



Step 2: Go to “Degree Progress & Graduation”, then “MyDegree”



Understanding the MyDegree sections



Each number will be explained throughout the remainder of the document.

1 - Header Section (outlined in red)

(for location of the Header, see image on page 8 (above) and look for the number 1)

The header section will be at the top of the page no matter what tab is chosen and shows the following information:

- Student ID (CampusWideNumber)
- Name
- Degree (associates, bachelors, etc.)
- Major
- Level (undergraduate/graduate)
- Class (freshman, sophomore, etc.)
- Date of the last audit
- Time of the last refresh

2 - Worksheets tab in MyDegree

(for location of the Worksheets tab, see image on page 8 (above) and look for the number 2)

MyDegree Legend

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

- ✓ A checked box means that the requirement is complete.
- An empty box means that a requirement is not complete.
- ☑ A single tilde in a box means that a requirement will be complete when the classes for which the student is enrolled or registered are passed with acceptable grades.
- ☒ Double tildes is a flag to the advisor that the system has been forced to do something it does not like. Students, however, should take it as sign that this requirement has been met. Students most often see this when the requirement(s) have been force completed due to MACRAO or a previous Bachelor's Degree.
- * An asterisk next to a course indicates there is a pre-requisite to get into the course.

A MyDegree Audit is available for students who were admitted or readmitted to a degree program starting Fall 2012.

Degree Requirements

Next there are several different sections showing the requirements to earn the specific degree. This will include any degrees the student has declared and are on record in Banner. Make sure to check the academic/catalog year, major, and degree are accurate for the advisee.

Each section of MyDegree will contain the requirements for that section and as the student completes the requirement they will receive the “green check mark” (see legend). The sections are as follows:

<input type="checkbox"/> Degree in Bachelor of Science	The degree block are the general university requirements such as residency, upper division courses, overall 2.0 GPA, etc.
<input type="checkbox"/> General Education Requirements	The list of all of the general education categories and if they have been satisfied.
<input type="checkbox"/> Communication Competency	The specific general education requirements for this category would be listed here.
<input type="checkbox"/> Quantitative Literacy Competency	The specific general education requirements for this category would be listed here.
<input type="checkbox"/> Natural Sciences Competency	The specific general education requirements for this category would be listed here.
<input type="checkbox"/> Culture Competency	The specific general education requirements for this category would be listed here.
<input type="checkbox"/> Self and Society Competency	The specific general education requirements for this category would be listed here.
<input type="checkbox"/> Diversity Competency (US and Global)	Shows if the student met the US and Global diversity requirements.
<input type="checkbox"/> Collaboration and Problem Solving Competency	Shows if the student met the Collaboration and Problem Solving Competency, these classes are typically met in the student’s major.
<input type="checkbox"/> Additional General Education Requirements	If the degree has additional general education requirements above the university requirements they will be listed here.
<input type="checkbox"/> Major in Automotive Management - AMGT	This would be all of the requirements for the degree including directed electives, a concentration, and/or minor.
<input type="checkbox"/> Business Core	Some programs have a common core of classes. This section is for those classes.
Additional Courses *	These are courses the MyDegree auditor did not use to meet any requirements. If appropriate, they can be used. See your liaison on how your college’s process to use them.
Courses Not Applicable *	These are courses where the grade does not allow them to apply to any requirements. (F, W, I, etc. or Exceed a category requirement (Ex: more than the allowed credits of music performance))
In-progress *	Courses the student is currently taking or is registered for in the next semester(s).
Preparatory Courses *	These are College Prep classes used as pre-requisites to 100-level courses. At Ferris these are the 0-level classes i.e. ENGL 074 and may not count towards graduation. Courses that are “over the limit” will also fall here. Ex: too many MUSI courses
Exceptions *	Manual adjustment based on a waiver or substitution. Usually done by the Dean’s office with the appropriate approval. (advisor/department/school)
Notes *	Advising notes written by the advisor, or other employees that may need to work with the students audit. The student can see these notes.

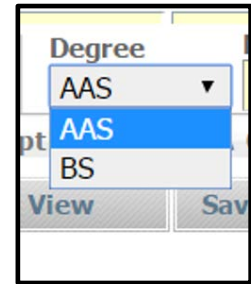
* These sections will only be available if the student has something that fits that section.

3 – Degree Drop Down

(for location of Degree Drop Down, see image on page 8 and look for the number 3)

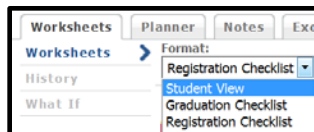
If the student has declared multiple degrees, it will be necessary to view each degree separately using the Degree drop down.

- 1) Click the Degree drop down (top of page)
- 2) The drop-down will display all the degrees a student has declared in Banner.
 - The “Degree” list will include any certificate the student has declared and the various degree levels: Associates, Bachelors, Masters, or Doctorate degrees.
 - Minors and Concentrations are not provided in this list, because they appear on the actual audit under the degree (major section header). So a Bachelors with a Concentration would show both the Bachelor and Concentration requirements under the Bachelors degree. Remember: A minor and or concentration will only appear on the audit once it is declared; in order to be declared the proper paperwork must be completed according to your Dean’s Office standards, and will be sent to the Registrar’s office to be placed/added in Banner to show on the student’s record.



4 – Changing the Worksheet Format

(for location of Changing the Worksheet Format drop down, see image on page 8 and look for the number 4)



Student View

The worksheets tab has several different format views. The default view when entering MyDegree is the “Student View” and is the format view that shows the traditional audit. This is the view that shows the students requirements and how far they have progressed with those requirements.

A screenshot of a 'Student View' audit report. The report is for a student named 'Bulldog, Joe' with ID '2310'. It shows the student's progress towards completing degree requirements for a Bachelor of Science - BS degree in Computer Information Systems - CIS. The report includes a legend for completion status (Complete, Not Complete, etc.) and a list of requirements with checkboxes indicating their status. The requirements are organized into sections for the Degree in Associate of Applied Science and the Major in Computer Information Systems BS - CIS. The report also shows the student's overall GPA of 2.310 and the number of credits applied (45) towards the 60 required credits.

Student	Bulldog, Joe	Level	Undergraduate
ID	2310	Degree	Bachelor of Science - BS
Classification	Senior	College	College of Business
Advisor	Buse, Amy L	Major	Computer Information Systems - CIS
Overall GPA	2.310	Minor	

Disclaimer: You are encouraged to use this degree audit report as a guide when planning your progress toward completion of degree requirements. Your academic advisor may be contacted for assistance in interpreting this report. This audit report is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Transfer grades are not utilized for this audit, but depending on your program, may be utilized for establishing your major/minor GPA. Any future course schedules are subject to change until officially released.

Legend:
 Complete
 Not Complete
 Complete except for classes in progress
 Nearly complete - see advisor
 Transfer Class
 Any course number

Degree in Associate of Applied Science Academic/Catalog Yr: 2012-2013 Credits Required: 60
GPA: 2.320 Credits Applied: 150
In order to graduate with an associate's degree, all programmatic requirements must be met and a minimum of 60 credit hours must be earned.

2.0 GPA Requirement Met
 Freshman Seminar Still Needed: 1 Class in FSUS 100
 General Education Requirements Still Needed: = block was not found but is required
 Major Requirements Still Needed: See Major in Computer Information Systems BS - CIS section

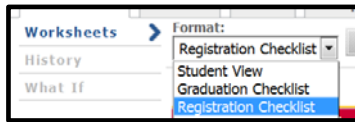
Major in Computer Information Systems BS - CIS Academic/Catalog Yr: 2012-2013 Credits Required: 57
GPA: 1.190 Credits Applied: 45
Unmet conditions for this set of requirements: 12 Credits needed
If you have any questions about this major or are planning to change majors, please contact the Colleges Dean's Office at: 231-591-2420 for referral information.

Requirement	Course	Grade	Credits	Term	
<input checked="" type="checkbox"/> Intro to Micro-Systems Software or proficiency	ISYS 105	A	3	Fall 2012	
<input type="checkbox"/> COMPUTER INFORMATION SYSTEMS MAJOR					
<input checked="" type="checkbox"/> Fundamentals of Computer Information Systems	ISYS 110	Fund of Computer Info Systems	C+	3	Spring 2014
<input checked="" type="checkbox"/> Database Design & Implementation	ISYS 200	Database Design Implementation	C+	3	Spring 2013
<input checked="" type="checkbox"/> Introduction to Java Programming	ISYS 216	Intro to Java Programming	C	3	Fall 2014
<input checked="" type="checkbox"/> Web Application Development	ISYS 288	Web Application Development	B+	3	Fall 2013
<input checked="" type="checkbox"/> Advanced Java Programming	ISYS 316	Advanced Java Programming	C	3	Spring 2015
<input checked="" type="checkbox"/> Networking Essentials	ISYS 325	Networking Essentials	D	3	Spring 2014

4 – Changing the Worksheet Format *Continued*

(for location of Changing the Worksheet Format drop down, see image on page 8 and look for the number 4)

Registration Checklist



The format view “Registration Checklist” will show only the classes remaining to meet the requirements. This is a helpful view to know how many classes the student has left to graduation which helps plan how many semesters before graduation.

Registration Checklist AB72C9eL as of 02/15/2016 at 09:18			
Student	Bulldog, Joe	School	Undergraduate
ID		College	
Advisor 1		Degree	Bachelor of Science - BS
Advisor 2		Major	
Overall GPA	2.31	Level	Senior
<input type="checkbox"/> Degree in Associate of Applied Science			
In order to graduate with an associate's degree, all programmatic requirements must be met and a minimum of 60 credit hours must be earned.			
Still Needed: 1 Class in FSUS 100			
Still Needed: OTHER = GEBUA block was not found but is required			
Still Needed: See Major in Computer Information Systems BS - CIS section			
<input type="checkbox"/> Major in Computer Information Systems BS - CIS			
Unmet conditions for this set of requirements: 12 Credits needed			
If you have any questions about this major or are planning to change majors, please contact the Colleges Dean's Office at 231-591-2420 for referral information.			
Still Needed: 1 Class in ISYS 491			
Still Needed: 3 Credits in PSEUDO @			

5 – Refresh Data/Process New Audit

(for location of the Process New button, see image on page 8 and look for the number 5)

MyDegree receives all of its data from Banner/MyFSU with a nightly upload. If a student received, new data (grades added, classes dropped or added, program change etc.), a new degree audit will automatically generate. If there is a concern, the data in MyDegree is out-of-date, refresh the data and generate a new audit by pressing the “Process New” button. (See image on page 8– both items are numbered “5”).

6 – Using the “What If”

(for location of What If, see image on page 8 and look for the number 6)

If a student needs to change their major, declare a second major, a concentration, minor, or a host of other activities that would change their degree requirements, the “What If” tool will allow the student to see exactly how their earned college credits apply to a Ferris degree program. This often will help a student in making a decision regarding their career path and what degree will work best to achieve their goals.

Choosing “What-If” Criteria

To use the “What If” tool, go to the “Worksheets” tab and click the “What If” link on the left side. Choose the appropriate areas to match what the students area of interest is. Look at the “Chosen Areas of Study” box to make sure the list is accurate, then hit “Process What If”.

The screenshot shows the 'What If' tool interface. At the top, there are tabs for 'FAQ', 'Help', and 'Print'. Below these are search fields for 'Student ID' (1010101) and 'Name' (Bulldog Joe), along with dropdowns for 'Degree' (AAS), 'Major' (Respiratory Care - RESP), 'Level' (UG), 'Class' (Junior), and 'Campus' (M). There are also fields for 'Last Audit' (Today) and 'Last Refresh' (Today at 3:47 pm). A navigation menu on the left includes 'Worksheets', 'Planner', 'Notes', 'Exceptions', 'GPA Calc', and 'What If' (highlighted with a yellow box and arrow labeled 6). The main content area has a 'What-If' section with dropdowns for 'Level' (Undergraduate), 'Degree' (Associate in Applied Science - AAS), and 'Academic/Catalog Yr' (2016-2017). Below this is a 'Choose Your Different Areas of Study' section with dropdowns for 'Major', 'Minor', 'College', and 'Concentration'. To the right is a 'Chosen Areas of Study' box containing 'MAJOR : Accountancy - ACCT' and 'MINOR : Biology - BIOL', with a 'Remove' button. At the bottom is a 'Choose Your Future Classes' section with input fields for 'Subject' and 'Number', and an 'Add Course' button. To the right is a 'Courses you are considering' box with a 'Remove Course' button. Arrows labeled 6.1 and 6.2 point to the 'Process What-If' and 'Save as PDF' buttons, and the 'Add Course' button, respectively.

Changing “What-If” Criteria

If the “Chosen Areas of Study” box has incorrect criteria, select the criteria that is incorrect and press the “Remove” button.

REMINDER: The “Academic/Catalog Yr” chosen for the “What If” is important. The student cannot change to an Academic/Catalog year prior the next Academic/Catalog year. It is important that students declare their chosen degrees (Bachelors, Associates, Minors, Certificates, and Concentrations) as soon as possible or they will be held to any changes made in the degree at the time they make their declaration.

6.1 – “What If” Save as PDF

(for location of What If, see image on page 12 and look for the number 6.1)

If there is a time a student or advisor needs to save a “What-If” audit to see how their current coursework and credits will apply to a different program, there is a way to Save as PDF to keep track of what classes needs to be taken to pursue their potential program. Remember: Taking these courses does not mean a student is automatically in the new program, a student will need to declare their new major, minor, certificate etc. using a program change form with the Dean’s office.

Steps

1. Choose the “What If” option on the Worksheet tab.
2. Choose the “What If” criteria that fits your needs (will display in the Chosen Area of study field).
3. Click the Save as PDF button
4. A new pop up window will appear, giving you the option to either Print or Save as PDF

6.2 – Choose Your Future Classes (Look Ahead)

(for location of Choose Your Future Classes see image on page 12 and look for the number 6.2)

The “Choose Your Future Classes (Look Ahead)” section allows you to see how courses that you are considering taking affect your degree audit. First enter the “What-If” criteria to reflect the program you are interested in pursuing (or your current program). Enter the subject and course number, click on “Add Course” (you can select multiple). The list of course will show up in the “Courses you are considering” box to make sure you selected the right ones. After entering all courses, select the “Process What-If” button and your standard degree audit will display, with those courses you just selected listed in blue text and marked as PLANNED.

This feature is only temporary. You can’t save a “Choose Your Future Classes (Look Ahead)” audit, and it does **not mean that you have registered for those classes.

The screenshot displays the MyDegree interface for Ferris State University. At the top, the university logo and 'MyDegree' branding are visible. Below the header, there is a navigation menu with options like 'FAQ', 'Help', and 'Print'. A student profile summary is shown, including fields for Student ID, Name, Degree (AAS), Major (General Business - CNBI), Level (UG), Class (Freshman), Campus (M), Last Audit (Today), and Last Refresh (Today at 9:39 am). The main content area is divided into several sections: 'What If' (with dropdowns for Level: Undergraduate, Degree: Bachelor of Science - BS, and Academic/Catalog Yr: 2017-2018), 'Choose Your Different Areas of Study' (with dropdowns for Major, Minor, College, and Concentration), and 'Choose Your Future Classes' (with input fields for Subject and Number, and an 'Add Course' button). To the right, there is a 'Chosen Area of Study' section showing 'MAJOR : Business Administration - BSAD' and a 'Courses you are considering' list with items like 'MATH 114', 'BIOL 109', and 'ECON 221'. Two black arrows point to the 'Add Course' button and the 'Courses you are considering' list.

7 - Class Summary

(for location of Class Summary, see image on page 8 and look for the number 7)

The “Class Summary” shows the students’ progress by term and cumulative progress. This is a good tool to help the student track their progress and to let the advisor know if the student is on track with GPA and credit completion, which impacts things like financial aid and athletic eligibility. The table below describes the information that is displayed.

Term Attempted	Total credits attempted for one term	Cumulative Attempted	Total credits attempted, for all terms
Term Earned	Number of credits actually “earned” in one term. Student attempted 12 credits, only passed 9 credit, this would be 9.	Cumulative Earned	Total number of credits actually “earned”, for all terms.
Term Quality Points	The credits earned times the point value of the grades received for one term Ex: Student earned an A in a 3 credit class, you would multiply the points (4) times the credits (3) and that is 12 quality points. Earning a C- in a 2 credit class would be $1.7 * 2 = 3.4$ quality points	Cumulative GPA Quality Points	The total credits earned times the total point value of the grades received, for all terms
Term Graded Attempted	Same as “Term Attempted” minus classes not receiving a grade. (credit/no credit)	Cumulative Graded Attempted	Same as “Cumulative Attempted” minus classes not receiving a grade, for all terms. (credit/no credit)
Term GPA	The “term quality points” divided by the “term graded attempted”	Cumulative GPA	The total of all quality points divided by the total of all quality hours, for all terms

** these relate to Ferris courses only

Fall 2015				
ACCT	201	Principles of Accounting 1	B-	3
MGMT	301	Applied Management	B	3
MKTG	321	Principles of Marketing	B+	3
PHIL	218	Philosophy of Sex and Love	C+	3
STQM	260	Introduction to Statistics	B-	3
Term Attempted	15	Cumulative Attempted	43	
Term Earned	15	Cumulative Earned	43	
Term Quality Points	42	Cumulative GPA Quality Points	138.6	
Term Graded Attempted	15	Cumulative Graded Attempted	43	
Term GPA	2.800	Cumulative GPA	3.223	
Spring 2016				
ACCT	202	Principles of Accounting 2	IP	3
AIMC	300	Principles of Advertising/IMC	IP	3
ENGL	250	English 2	IP	3
MKTG	322	Consumer Behavior	IP	3
WGST	105	Intro To Women's Studies	IP	3
Term Attempted	15	Cumulative Attempted	58	
Term Earned	0	Cumulative Earned	43	
Term Quality Points	0	Cumulative GPA Quality Points	138.6	
Term Graded Attempted	0	Cumulative Graded Attempted	43	
Term GPA	(in-progress)	Cumulative GPA	(in-progress)	
Term and Cumulative GPA Tracker				
Term	Term GPA	Cumulative GPA		
Fall 2014	3.585	3.585		
Spring 2015	3.333	3.450		
Fall 2015	2.800	3.223		
Spring 2016	(in-progress)	(in-progress)		

Course Link Information

For courses that are not yet taken, the student can click on a course and see the following information:

- Course title
- Course description
- Sections for the next term (whatever is currently available through “Look-up Classes”)
- Locations where the course could be taken at another institution

Example: English 325 is still needed, click on the ENGL 325 (shown below).

Still Needed: 1 Class in ENGL 325*

(*The asterisk next to ENGL 325 denotes there is a pre-requisite to get into the course)

A text window will open up displaying information about the course selected.

Course Information - Mozilla Firefox
fsuapp52.ferris.edu:9060/IRISLink.cgi

ENGL 325 3 Credits **Advanced Business Writing** Print

Continues skills begun in ENGLISH 2, with focus on typical types of problems and documents used in Business. Emphasis on audience and rhetorical analysis, working with multiple documents, primary and secondary research skills, and completion of a major analytical report. Pre-Requisites: ENGL 250 or 211 with a grade of C or better. Typically Offered Fall, Spring, Summer

Prerequisites: ENGL 250 minimum grade of C or ENGL 211 minimum grade of C

Attributes: BIG, COMM, MFSU

Sections:

Term	Crn	Section	Seats Open	Meeting Times
Summer 2016	50571	001	0 (out of 23)	M 18:00 - 20:35 W 18:00 - 20:35
		50572	14 (out of 23)	Tu Th 09:00 - 11:35
	50573	2 (out of 23)	W 17:20 - 19:50	

Transfer equivalences for ENGL 325

ENGL 326	taken at Abilene Christian University	may equate to ENGL 325 here
BUS 217	taken at Aims Cmty College	may equate to ENGL 325 here
ENG 225	taken at American Public Univ System **	may equate to ENGL 325 here
ENGL 262	taken at Calvin College	may equate to ENGL 325 here
ENG 3300	taken at Capella University	may equate to ENGL 325 and ENGL 3-- here
BIS 360	taken at Central Michigan University	may equate to ENGL 325 here

8 – Save as PDF Audit

(for location of Save as PDF, see image on page 8 and look for the number 8)

If there is ever a time that you would need to print an audit, do not use the “Print” option in the MyDegree header.

- Click the Save As PDF button
- A new window will pop up that displays the audit
- Gives a clean view of the audit
- Provides the Print option, or an option to Save the PDF as a file

9 – Exceptions

(for location of Exceptions, see image on page 8 and look for the number 9)

When a student needs to have a deviation, substitution, or chooses their directed electives, it will show up in MyDegree as an exception. The exception will be applied to the student by someone in each college's Deans Office. Please contact your Dean's office for the process within your college.

In the Degree audit the exception will be visible in two ways. First, on the actual requirement as seen in image #1 and second at the bottom of the Worksheet audit in an Exceptions section as seen in image #2.

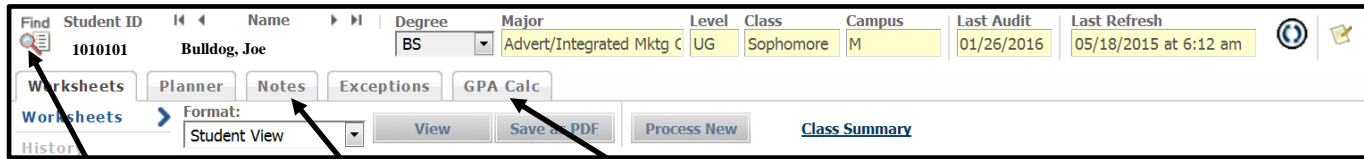
Image #1

Major in Business Administration BUAD				Academic/Catalog Yr: 2016-2017		
If you have any questions about this major or are planning to change majors, please contact the Colleges Dean's Office at 231-591-2420 for referral information.						
BUSINESS ADMINISTRATION MAJOR						
<input checked="" type="checkbox"/> Elective	MGMT 350	Mgmt Metrics & Decision Making	A-	3	Spring 2017	
<input type="checkbox"/> International Business Sys or Cross Cultural Bus	Skill Needed: Choose from 1 of the following:					
<input type="checkbox"/> International Business Sys	(1 Class in INTB 310) or					
<input type="checkbox"/> Cross Cultural Business	(1 Class in INTB 335)					
<input checked="" type="checkbox"/> Intro Microcomputer Systems & Software	ISYS 105	Intro Micro Systems-Software	A	3	Spring 2016	
<input checked="" type="checkbox"/> Team Dynamics & Organizational Behavior	MGMT 302	Team Dynamics - Org Behavior	D+	3	Spring 2013	
<input checked="" type="checkbox"/> Human Resource Management	MGMT 373	Human Resource Management	B-	3	Spring 2012	
<input checked="" type="checkbox"/> Business Ethics & Social Responsibility	MGMT 447	Business Ethics-Social Resp	A	3	Spring 2013	
<input checked="" type="checkbox"/> Advanced Management Cases & Problems	MGMT 488	Adv Management Cases-Problems	A	3	Spring 2012	
<input checked="" type="checkbox"/> Directed Electives - Chosen with advisor	GRDE 118	Desktop Publishing	B+	3	Spring 2008	
	MGMT 375	Negotiations	B+	3	Fall 2013	
Exception By: Bower, Lynn A	On: 02/16/2017	Apply Here : BU-GRDE 118 dir. elective p/M. Yake				
Exception By: Bower, Lynn A	On: 02/16/2017	Apply Here : BU-MGMT 375 dir. elective p/M. Yake				
<input checked="" type="checkbox"/> MGMT Internship or Directed Elective	PROJ 320	Proj Management, Fundamentals	A-	3	Spring 2017	
Exception By: Bower, Lynn A	On: 02/16/2017	Apply Here : BU-PROJ 320 dir. elective p/M. Yake				
Concentration Requirement						

Image #2

Exceptions					
Type	Description	Date	Who	Block	Enforced
Force Complete	BU-MATH 115 satisfied with grade of D-see note	02/14/2017	Bower, Lynn A	RA001501	Yes
Apply Here	BU-1 cr of SSCI 114 satisfies science requirement	02/16/2017	Bower, Lynn A	RA001507	Yes
Apply Here	BU-GRDE 118 dir. elective p/M. Yake	02/16/2017	Bower, Lynn A	RA001093	Yes
Apply Here	BU-MGMT 375 dir. elective p/M. Yake	02/16/2017	Bower, Lynn A	RA001093	Yes
Apply Here	BU-PROJ 320 dir. elective p/M. Yake	02/16/2017	Bower, Lynn A	RA001093	Yes
Apply Here	BU-MGMT 411 concentration elective p/M. Yake	02/16/2017	Bower, Lynn A	RA000381	Yes
Apply Here	BU-MGMT 320 concentration elective p/M. Yake	02/16/2017	Bower, Lynn A	RA000381	Yes
Apply Here	BU-MGMT 315 concentration elective p/M. Yake	02/16/2017	Bower, Lynn A	RA000381	Yes
Apply Here	BU-MGMT 415 concentration elective p/M. Yake	02/16/2017	Bower, Lynn A	RA000381	Yes

Additional MyDegree Tools



A - "Find" Button

B - "Notes" Tab

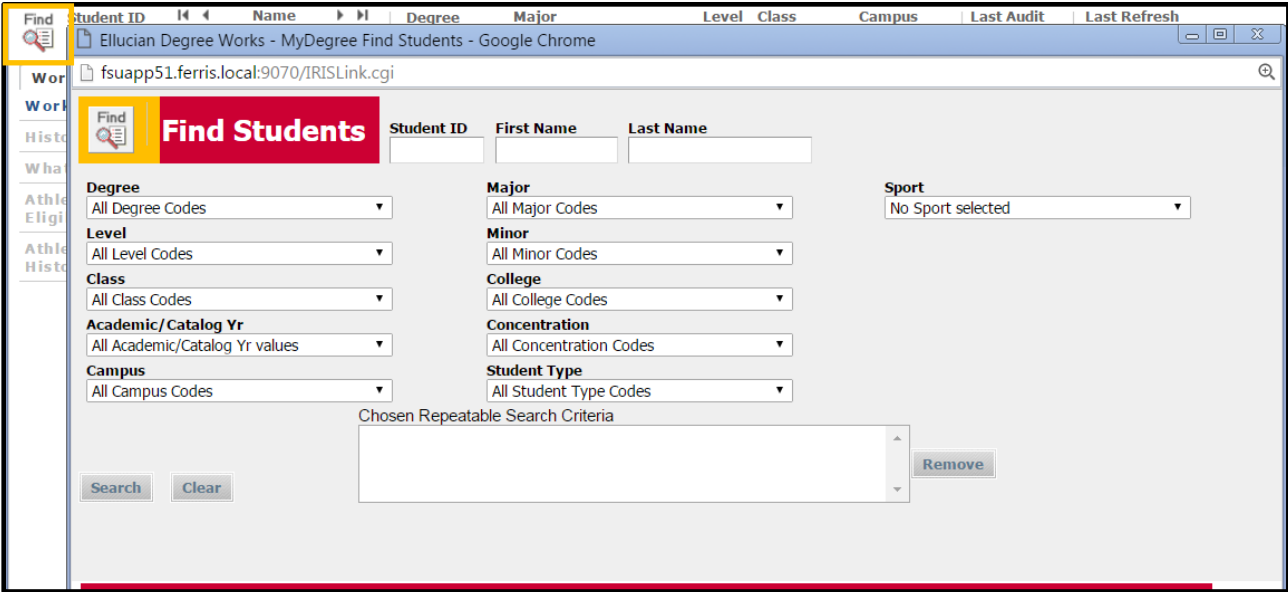
C - "GPA Calc" Tab

A – Find Button

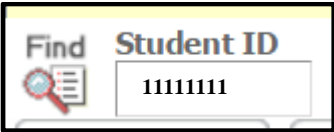
(for location of the Find Button, see image on page 17, above, and look for the "A")

Purpose

The "Find" button is used when needing to go from one advisee to another if a student number is not provided. The first and last name of a student is the most common way to find a student. With the find button you can also search by major, minor, college, student type etc.



If you have a student number, you can simply highlight the Student ID field, type the Student ID number and press Enter, to display a new student.



B – Notes Tab

(for location of the Notes Tab, see image on page 17 and look for the “B”)

The purpose of this tool is to inform (remind) the student of any suggestions that were given during the advisee appointment. There are two different areas to place notes. Notes may be added by a Ferris employee with the correct permissions.

Hints

1. ALL Notes are public to all users, students included
2. General Notes are displayed on the actual audit at the bottom of the “Worksheet” tab
3. An Advisor can edit a note but cannot delete a note. To delete a note, contact your Dean’s office

The image shows a screenshot of the Ferris State University system interface. At the top, there is a navigation bar with tabs for Worksheets, Planner, Plans, Notes, Exceptions, and GPA Calc. The Notes tab is highlighted. Below the navigation bar, there is a student information section with fields for Student ID, Name (Bulldog, Joe), Degree (BS), Major (Advert/Integrated Mktg), Level (UG), Class (Senior), Campus (M), Last Audit (01/25/2016), and Last Refresh (01/14/2016 at 6:04 am). A red arrow labeled "Step 1" points to the Notes tab. Below the navigation bar, there is a "View Notes" section with a red "Add New Note" button. A red arrow labeled "Step 2" points to the "Add New Note" button. Below the "Add New Note" button, there is a text area for entering a note. A red arrow labeled "Step 3" points to the text area. Below the text area, there is a "Save Note" button. A red arrow labeled "Step 4" points to the "Save Note" button. The text area contains a list of predefined notes, including: "Student was advised to register for the courses listed on the Planner.", "Student and advisor discussed student's career plans.", "Student was advised to apply for graduation by the official deadline.", "Student was advised to consider financial aid consequences before withdrawing from any course.", "Faculty advisor referred the student to the Financial Aid Office.", and "Student was advised to...".

Steps to Adding General Notes

1. Click the Notes tab or the Notes icon
2. Click the drop-down to select a predefined note (not required)
3. Place any additional notes/information necessary
4. Save Note

Hints: It is good to have notes for the following:

- a) Summarizing the advising appointment
- b) Summarizing what career goals the student has to help the student reach the goals. They may have to choose directed electives, a concentration, minor, etc.
- c) To alert everyone to any advice you have given the student

C – GPA Calculator Tab

(for location of the GPA Calc Tab, see image on page 17 and look for the “C”)

The GPA calculator allows the prediction of a student’s grade point average based on the anticipated grades in the current semester. It can also present various options for raising the grade point average to a specific level. There are three (3) different types of GPA calculators available.

The screenshot shows a software interface with a search bar containing 'Bulldog, Joe', a degree dropdown set to 'BS', and a major dropdown set to 'Advert/Integrated Mktg'. Below these are several tabs: 'Worksheets', 'Planner', 'Plans', 'Notes', 'Exceptions', and 'GPA Calc'. The 'GPA Calc' tab is highlighted in yellow. Below the tabs, three options are listed, each with a numbered callout box:

- 1 Graduation Calculator** **Purpose:** Determines what is needed to reach the desired GPA when graduating.
- 2 Term Calculator** **Purpose:** Allows students to set goals for specific classes in the current term.
- 3 Advice Calculator** **Purpose:** Shows how many credits of a certain grade are required to reach your desired GPA.

1. Graduation Calculator

The student’s current GPA automatically appears in the top box. In the other boxes provided:

1. Enter the number of credits remaining to graduation
2. Enter the total of credits required for the student’s degree program (EX: BA/BS = 120 credits)
3. Enter the students desired GPA (for example: 2.9)
4. Click Calculate
5. The average GPA, the student will need to earn in order to reach his/her desired GPA for remaining credits, will appear.

The first screenshot shows the input fields for the Graduation Calculator. The 'Current GPA' field is pre-filled with 2.59. The 'Credits Remaining' field is labeled '1' with an arrow pointing to it. The 'Credits Required' field is labeled '2' with an arrow pointing to it. The 'Desired GPA' field is labeled '3' with an arrow pointing to it. A 'Calculate' button is labeled '4' with an arrow pointing to it.

The second screenshot shows the output results. The 'Current GPA' is 2.59, 'Credits Remaining' is 30, 'Credits Required' is 120, and 'Desired GPA' is 2.9. Below the results, a message states: 'You need to average a 3.83 over your final 30 Credits to graduate with your desired GPA.' A 'Recalculate' button is labeled '5' with an arrow pointing to it.

2. Term Calculator

The “Term Calculator” is used to see what the GPA will be at the end of a term.

The student’s current GPA and credits earned to date automatically appear. In the boxes provided:

1. Enter each of the courses and the number of credits in which the student is currently enrolled.
2. Enter the estimated grade for each course.
3. Click Calculate.
4. The calculated GPA the student would receive (if he/she earned the estimated grades) will appear.

The screenshot shows the Term Calculator interface in two states: the input stage (top) and the calculated results stage (bottom).

Input Stage (Top):

- Current GPA:** 2.59
- Credits Earned So Far:** 148
- Class List:** A table with 10 rows (Class 1 to Class 10). Class 1 has 3 credits and grade A (4.00). Class 2 has 3 credits and grade B+ (3.30). Class 3 has 4 credits and grade A- (3.70). Class 4 has 3 credits and grade B (3.00). Classes 5-10 are empty.
- Calculate Button:** A button labeled "Calculate" at the bottom center.

Calculated Results Stage (Bottom):

- Current GPA:** 2.59
- Credits Earned So Far:** 148
- Class Table:**

Class	Credits	Grade	
Class 1	3	A	4.00
Class 2	3	B+	3.30
Class 3	4	A-	3.70
Class 4	3	B	3.00
- Calculated GPA:** 2.66
- Message:** "By achieving the grades listed here, your GPA at the end of the term will be 2.66"
- Recalculate Button:** A button labeled "Recalculate" at the bottom center.

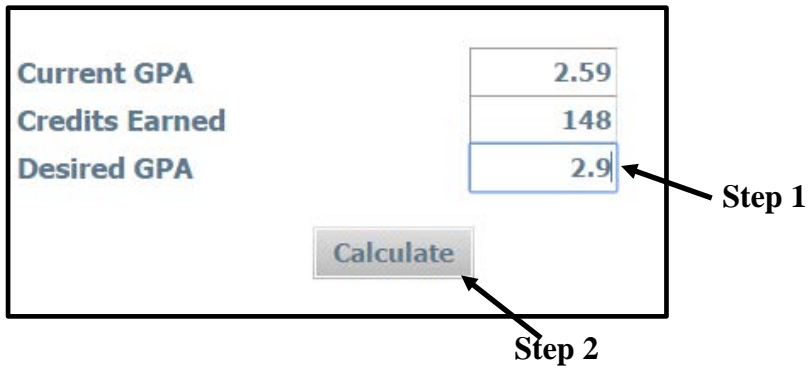
Arrows labeled 1, 2, 3, and 4 point to the input fields, grade dropdowns, Calculate button, and Calculated GPA respectively.

3. Advice Calculator

The “Advice Calculator” is used to help the student know what grade point average they would have to achieve over time to reach their desired GPA.

The students’ current GPA and credits earned to date automatically appear. In the boxes provided:

1. Enter the student’s desired GPA
2. Click Calculate
3. Options for how to meet the desired GPA will appear

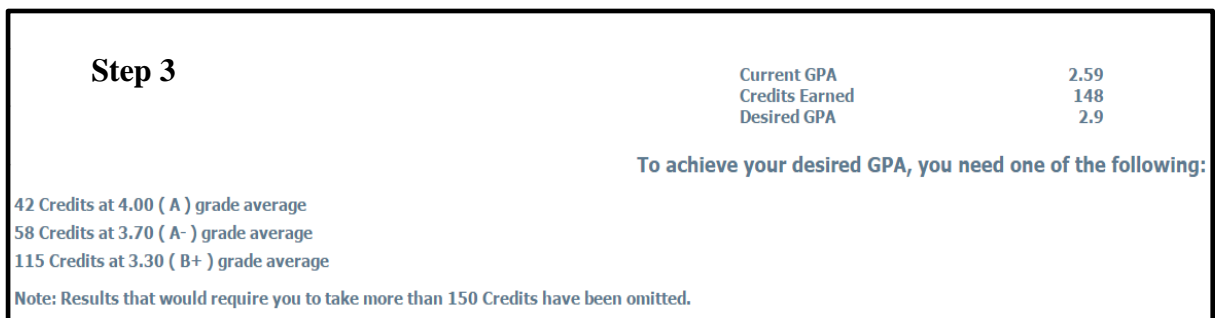


Current GPA 2.59
Credits Earned 148
Desired GPA 2.9

Calculate

Step 1

Step 2



Step 3

Current GPA	2.59
Credits Earned	148
Desired GPA	2.9

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

- 42 Credits at 4.00 (A) grade average
- 58 Credits at 3.70 (A-) grade average
- 115 Credits at 3.30 (B+) grade average

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

Who to Contact

For questions regarding MyDegree there are two areas for support: 1) Training on how to effectively use MyDegree, and 2) Help with various issues regarding why certain classes are showing in MyDegree.

Training on How to use MyDegree

If your question is a “How To” question, you can contact your Director of Student Academic Affairs or the MyDegree Training staff.

Training Staff

Amy Buse	231-591-5435	AmyBuse@ferris.edu
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Issues in MyDegree

Each college has a representative from their college that is responsible for MyDegree within their college. If something appears to be incorrect in MyDegree, please contact your liaison. Examples: the wrong classes are listed for the program; classes that are allowed to count for both the major and the minor are not showing up.

College	Liaison	Phone	Email
College of Arts and Sciences	Dave Schrock	231-591-3705	DaveSchrock @ferris.edu
College of Business	Lynn Bowen	231-591-2708	LynnBowen@ferris.edu
College of Education and Human Services	Jennie Stange	231-591-2700	JennieStange@ferris.edu
College of Engineering Technology	Angie Mishler	231-591-2896	AngieMishler@ferris.edu
College of Health Professions	Richelle Williams	231-591-2263	RichelleWilliams@ferris.edu
Retention and Student Success	Shelly VandePanne	231-591-2360	ShellyVandePanne@ferris.edu
Extended and International Operations	Dawn Schavey	616-451-4777	DawnSchavey@ferris.edu
Kendall College of Art and Design	Mary Kolenda	616-451-2787 ext 1104	MaryKolenda@ferris.edu
Michigan College of Optometry	Amy Parks	231 591-3703	AmyParks@ferris.edu
College of Pharmacy	Tara Lee	231-591-2249	TaraLee@ferris.edu

