

Degree Works Student Manual



ANTELOPE VALLEY COLLEGE

Access to Degree Works

To reach Degree Works, you need to login onto myAVC, and click the link that says Degree Works.

- [Register & Access Student Records](#)
- [Pay My Fees](#)
- [Setup a Payment Plan](#)
- [Registration Appointment - Summer/Fall 2014](#)
- [Check Financial Aid Status](#)
- [Degree Works](#)
- [Verify/Update Mailing Address](#)
- [Registration Dates](#)
- [Look up Classes/Schedule of Classes](#)
- [College Catalog](#)

Audit

When you enter into Degree Works, you will see your audit.

Antelope Valley College

Assist.org Email a Counselor FAQ Help Print Log Out

Find Student ID: 900000001 Name: Mallery, Colin Xavier Degree: AA Major: LAS: Arts and Humanities Last Audit: Today Last Refresh: Today at 11:54 am

Worksheets Planner Notes Petitions GPA Calc

Format: Student View View Save as PDF Process New Include in-progress classes Class History

What If **DegreeWorks Report**

Student: Mallery, Colin Xavier Major: LAS: Arts and Humanities MPL

ID: 900000001 RPL

Academic Standing: Good Standing Degree: Associate in Arts EPL

Overall GPA: 3.16 Holds: Financial Aid Applied for Graduation: AW

MPL = Math Placement Level RPL = Reading Placement Level EPL = English Placement Level

Degree in Associate in Arts Academic Year: 2013-2014 Credits Required: 60
Credits Applied: 90.5

- Assessment Placement Levels Still Needed: See **Assessment Placement Level** section
- Proficiency Requirements Still Needed: See **Proficiency Requirements** section
- You meet the minimum GPA requirement.
- General Education Requirements Still Needed: See **General Education Requirements - Areas A - E** section
- Diversity Requirements
- Major Requirements

Assessment Placement Level Academic Year: 2013-2014

- See a Counselor/Advisor regarding MATH Placement
- See a Counselor/Advisor regarding READ Placement
- You have passed ENGL 101

Proficiency Requirements Academic Year: 2013-2014

The top of the audit contains student information

Student ID	Your student ID
Name	Your name
Degree	The degree you are pursuing
Major	The major you are pursuing
Last Audit	The date the last audit
Format	Use this drop down to select between student view and registration checklist

Registration Checklist

This contains information about the courses you still need for fulfilling your degree and major.

Student ID: 900000001 Name: Mallery, Collin Xavier Degree: CT Major: IGETC General Education Last Audit: 05/09/2014

Worksheets Planner GPA Calc

Worksheets Format: Registration Checklist View Save as PDF Class History

What If **DegreeWorks Report**

Look Ahead

<input type="checkbox"/> Certificate (Transfer)	Catalog Year: 2013-2014
Still Needed: See Cert in IGETC General Education section	
<input type="checkbox"/> Cert in IGETC General Education	Catalog Year: 2013-2014 Credits Required: 39 GPA: 4 Credits Applied: 21
Still Needed: 3 Credits in COMM 101 or 103	
Still Needed: 6 Credits in ART 100 or 102 or 103 or 104 or DA 101 or ENGL 235* or 236* or 246* or 248* or FTV 101 or 108* or 203* or MUS 101 or 105 or 201* or 202* or MUSC 102 or 103 or 107 or THA 101 or 110 or ENGL 221* or 222* or 225* or 226* or 227* or 230* or 231* or 235* or 236* or 240* or 242* or 246* or 250* or 253* or 256* or 257* or 259* or 265* or 279* or FREN 201* or 202* or 203* or FTV 201 or GER 201* or 202* or 203* or HIST 115 or LATN 201* or PHIL 105 or 106 or 108 or 109 or SPAN 201* or 202* or 203*	
Still Needed: 6 Credits in ANTH 103 or 112 or ECON 100 or 101* or 102* or 110 or GEOG 105 or HIST 101 or 102 or 104 or 105 or 107 or 108 or 109 or 110 or 111 or 112 or 113 or 114 or 119 or POLS 101 or 103 or 200 or 202 or 203* or PSY 101 or 201* or 211* or 212* or 215* or 218* or 219 or 233* or 234* or 235* or 236* or SOC 101 or 105 or 110 or 112 or 115	
Still Needed: 3 Credits in ASTR 101* or CHEM 101 or 102* or 110* or 120* or ERSC 101 or GEOG 101 or GEOL 101 or 102 or PHYS 101 or 102* or 110* or 120* or 211* or PSCI 101	

Blocks

Each section in a Degree Works audit is called a "Block". Each block header will contain a title for the block and will also display specific course information for that block, such catalog year.

Degree

This block stands for the degree you are working towards.

Assessment Placement Level

This block is an 'interpretation' of your placement test scores.

Proficiency Requirement

This indicates if the proficiency requirements for your degree have been met.

General Education Area A-E

This is the block which contains requirements for General Education Areas A through E.

General Education Area F

This is the diversity block for General Education.

Major

These are the requirements you need in order to earn a degree in his major.

Electives

These are classes that, for whatever reason, do not count toward your major or general education, but do count toward his overall credit count.

Insufficient

These are classes that you did not complete. They include withdrawn and fails.

In Progress

Classes in which you are currently enrolled.

Not Counted

Classes that do not count towards major or general education, such as basic skills classes.

Complete

A green check mark signifies a requirement you have satisfied.

<input checked="" type="checkbox"/> AREA C						
<input checked="" type="checkbox"/> Humanities	MUS 101	Music Appreciation	C	3	Spring 2013	

Not Complete

Empty boxes signify requirements that you have yet to satisfy.

<input type="checkbox"/> AREA D						
<input type="checkbox"/> English Composition						Still Needed: 1 Class in ENGL 101*

In Progress

<input checked="" type="checkbox"/> AREA B						
<input checked="" type="checkbox"/> Social & Behavioral Sciences	HIST 101	Western Civilization, Beg-1750	IP	(3)	Spring 2014	

Asterisks

A class requirement marked as an asterisk means that there are some required pre-requisites before taking that class.

Courselink

If you click on any requirement, a window with the class information will pop up. This is called Courselink and contains important information such as pre-requisites, co-requisites, and details of the class.

Other blocks

There might be other blocks involved in the audit, depending on the student's major, such as a CSU or IGETC pattern.

What if audit

What-if audits allow you to process speculative degree audits using your current class history. To access the what-if screen, click on the what-if tab located on the worksheet page.

Look ahead

The Look Ahead allows the audit to reflect unregistered classes you plan to take in the future. To include a course in Look Ahead, type the Subject and Number of the course, and click Add Course. Multiple courses can be added. When you're done, click on 'process new'.

Planner (Student Educational Planner – SEP)



The Student Education Planner (SEP) is a tool in Degree Works that students and advisors can use to create an academic plan. The SEP format allows courses from the degree audit to be pulled into the plan with a simple drag and drop action.

The plan header controls how the page displays and operates. This also controls what 'view' you are using to see your educational plan. The views are 'Notes Mode' and 'Calendar Mode'. To change view, you can select it from the drop down, check whether you want to view or edit by checking the correct radial button, then click 'load'.

If no plan exists the drop down box will display '--- Add a new plan ---'. If plans exist, the active plan name will display. To see all available plans for a student use the pull down arrow.

Load button: once the mode that you wish to view the planner is selected (using the dropdown), click 'Load'. Also, you can use the load button to refresh the plan once it has been saved.

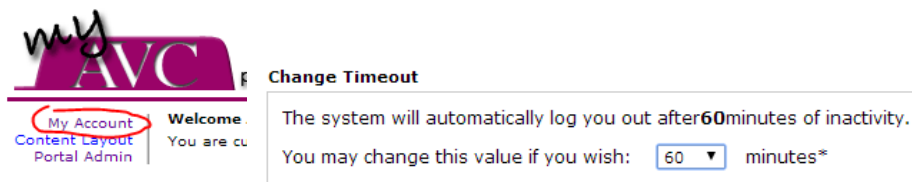
Edit radio button: Edit allows user to modify the plan. Select edit to create, change or delete a plan.

View radio button: View provides a printable report.

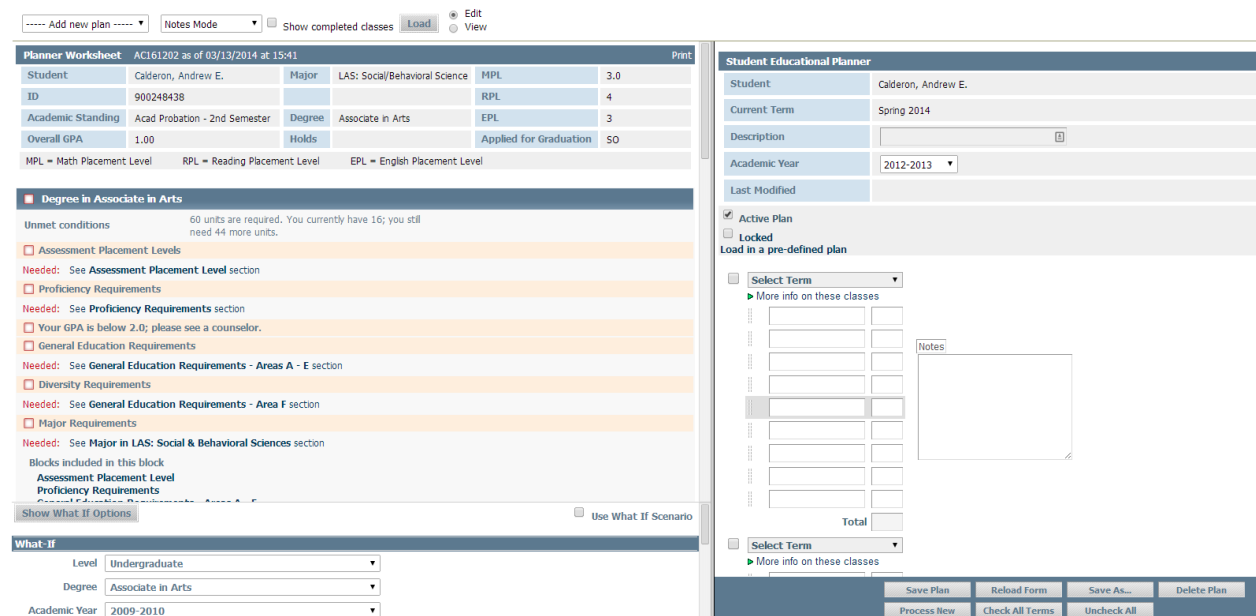
Student Planner Time Out

When you are working with the student planner, it is possible that you will be kicked out of myAVC system after long periods of inactivity. The default time right now is 15 minutes. In order to prevent that, you might have to extend the time the system thinks of you as 'inactive'.

1. Log on to myAVC
2. Click on My Account
3. Change the time out to something longer, like 60 or 120 minutes.
4. Log off, and then log in again. NOTICE: This will not take effect unless you log out and log back in again.

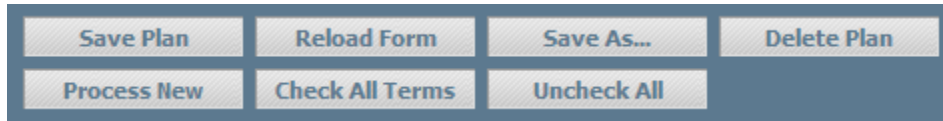


Planner Worksheet



- Two windows display, one with the student's audit (left) and one with the planner blocks (right).
- The bar separating the two windows can be moved right or left to increase on side.
- Entering the course into the plan can be done two ways.
 - Dragging and dropping the courses from the audit will automatically add the credit hours
 - Manually typing them. The credits will have to be manually typed in as well.
- The planner uses course validation. If you need to enter an invalid course (such as a broad area to take like AREA C1), use the – (dash) as a freeform text. The entry would be seen as -AREA C1.
- Click check all terms, or click the box next to the terms you would like to see in the audit.

Planner Toolbar



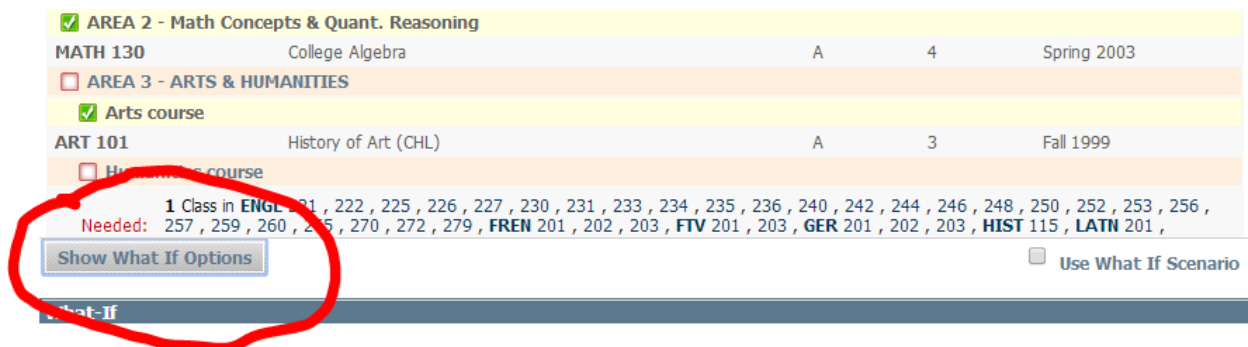
Save Plan	Saves the contents of the plan. When the plan is saved, several checks are made of the data. The errors must be fixed before the plan can be saved <ul style="list-style-type: none"> • Courses are validated • Duplicate courses are identified • A red arrow appears next the courses that are invalid
Process New	Runs a new audit with planned courses from saved plan applied to audit rules.
Reload Form	Start over. Deletes any editing since the plan was last loaded. If the plan was never saved, it clears the plan entirely.
Check all Terms	Check the boxes for all future terms to be included in a new audit.
Save As...	Save the data as a new plan
Uncheck All	Uncheck all boxes for all future terms
Delete Plan	Delete this current plan. A confirmation message will appear.

If you want to see how the plan you've created will affect your educational outcome, you can always select the terms you want to include by clicking on the checkbox right next to it, then click on 'process new'. This will regenerate the audit, but this time with you will see the planned items represented in the audit, with the label of 'PLAN' right next to it.

Planner What-if audit

You have the ability to run a what-if audit while creating a plan. This will allow planning for a student that is planning to change his/her educational goals, or plan for a degree or transfer that is not official yet. Note: This will only work if you have a saved plan or at least a plan with courses in it.

You begin a what-if audit by click on 'show what if options'.



Academic Standing	Degree	Certificate (18+ Units)	EPL
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Hide What If Options Use What If Scenario

What-If

Degree: Associate in Arts
Academic Year: 2013-2014

Choose Your Different Areas of Study

Select an item to add it to your Chosen Area of Study

Major: Pick a Major

Chosen Areas of study

MAJOR : LAS: Arts and Humanities

Remove

Select the options you want (this works the same way as a what-if audit), select the checkmark next to 'use what if scenario', select all the terms you want to consider on your plan, then click 'process new'.

Planner Worksheet				
Student	Mallery, Colin Xavier	Major	LAS: Arts and Humanities	MPL
ID	900000001			RPL
Academic Standing		Degree	Associate in Arts	EPL

Hide What If Options Use What If Scenario

What-If

Degree: Associate in Arts
Academic Year: 2013-2014

Choose Your Different Areas of Study

Select an item to add it to your Chosen Area of Study

Major: Pick a Major

Chosen Areas of study

MAJOR : LAS: Arts and Humanities

Remove

Student Educational Planner	
Student	Mallery, Colin Xavier
Current Term	Spring 2014
Description	
Academic Year	2013-2014
Last Modified	
<input checked="" type="checkbox"/> Active Plan <input type="checkbox"/> Locked <input type="checkbox"/> Load in a pre-defined plan	
<input checked="" type="checkbox"/> Summer 2014	
More info on these classes	
ENGL 221	3
PHOT 107	3
Total	6
<input checked="" type="checkbox"/> Select Term	
More info on these classes	
Save Plan	Reload Form
Save As...	Delete Plan
<input checked="" type="checkbox"/> Process New	Check All Terms
	Uncheck All

You can click on 'hide what if options' to minimize the what-if options, and you will see that audit contain the requirements of the what-if scenario you chose.

Course Validation

Before the plan can be saved, the courses are validated. If one or more courses are found to be invalid, then the plan is not saved, and an error message is shown to the user (a red arrow appears next to each course that is not valid). When a mouse is placed over the red arrow, a reason why the course is invalid will appear. The plan cannot be saved until all problems have been resolved. Placing the free text (-) dash as the first character will skip the validation check for that course.

Viewing Plans

Clicking on the 'view' radio button produces a report that is better for printing. You can click on the 'print' button on the right hand side to print the plan.

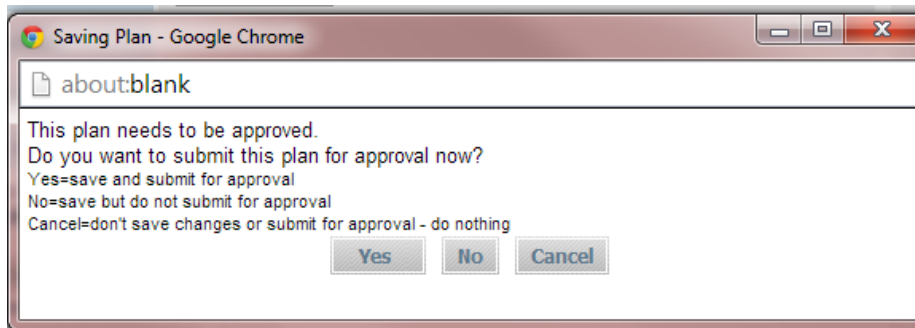
CT,DM_1 Notes Mode Show completed classes Edit View

Student Educational Planner		Print
Student	Mallery, Collin Xavier	
Current Term	Spring 2014	
Description	CT,DM_1	
Academic Year	2013-2014	
Active/Inactive	Active Plan	
Locking Status	Plan is locked	
Last Modified	04/22/2014 by Calderon, Augusto C	

▶ Fall 2014	
Course	Credits
ART 100	3
MUS 101	3
HIST 115	3
-HIST 101	3
COMM 101	3

Hist 101 was taken at Rio Hiondo and student is waiting for articulation

Plan Approval



When you save your plan, you will receive a message that asks if you want to submit this plan for approval. If you say 'yes', the plan will be submitted for approval. A counselor/advisor can check the plan and either approve it or reject it. If you click 'no', the plan will be saved, but it will not be submitted for counselor/advisor approval. Clicking on cancel means you changed your mind and do not want to save the plan.

----- Add new plan ----- Notes Mode Show completed classes Edit View

Planner Worksheet AB747701 as of 05/06/2014 at 11:40			
Student	Calderon, Augusto Cesar	Major	LAS: Arts and Humanities
ID	900257437		MPL
Academic Standing	Good Standing	Degree	Associate in Arts
Overall GPA	2.55	Holds	EPL
			Applied for Gra

MPL = Math Placement Level RPL = Reading Placement Level EPL = English Placement Level

- Degree in Associate in Arts
- Assessment Placement Levels
- Proficiency Requirements

Needed: See Proficiency Requirements section

- You meet the minimum GPA requirement.
- General Education Requirements

Student Educational Planner	
Student	Calderon, Augusto Cesar
Current Term	Spring 2014
Description	
Academic Year	2013-2014
Last Modified	
Active/Inactive	Active Plan
Locking Status	Plan is not locked

This plan needs to be approved. Please submit for approval when you are ready.
Load in a pre-defined plan

Note: When you save a plan and submit it for approval, please remember to make an appointment with a counselor so they can review it and approve it.

Problems and/or issues

If you encounter any issues or problems with Degree Works, please send us an email to counseling@avc.edu with the subject 'Degree Works issue'.