

# Using Degree Works During Advisement: Best Practices

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# Advising Learning Outcomes & Goals

Basis for implementing all advising tools

## Mission Statement:

Academic advisement at SUNY Oswego is dedicated to enhancing each student's pursuit of intellectual and personal aspirations. It is a collaborative decision-making process that facilitates timely progress towards degree completion and future goals.

## Goals:

1. Assist students in shifting towards independence and self-advocacy.
2. Guide students towards information and connection to resources and opportunities to help them reach academic success and develop a pathway to career goals by providing recommendations and consequences and recommending a most effective pathway for their academic journey.
3. Academic advisement will be recognized and rewarded as an integral educational process.
4. Advisors will take into consideration the cultural backgrounds, and socioeconomic status of students to recognize the impact of short-term decisions on long-term goals.
5. Advisors will be able to assist students in the decision-making process.
6. Ensure advisors understand their role in the advisement mission and be knowledgeable about institutional policies and procedures.
7. Implement an assessment to review advisement activities.

# MCC

## Vision Statement:

We believe Integrated Advising is a shared responsibility between professional staff, faculty, and students. An integrated advising design will create a guided pathways-focused strategy that clarifies student pathways, helps students make informed decisions to choose a pathway, lends holistic support to keep students on their pathway, and ensures students are learning along their pathway to their educational goals.

Furthermore, advising and communication always follows the student's pathway; every student should be placed in an appropriate pathway upon entering the college and should be supported regularly to stay on their pathway, or make an informed and seamless pathway change.

## Students will:

1. Choose their pathway by gaining information regarding their education, career, financial, and personal intentions.
2. Develop and maintain a semester-by-semester pathway plan, which specifies courses that will lead to credentials and meet career, transfer, and financial goals.
3. Assume responsibility for meeting academic program requirements.
4. Create and follow a success plan, when needed, for early utilization of learning resources to support degree completion.
5. Engage in co-curricular opportunities related to pathway.
6. Develop habits of mind to successfully navigate the world beyond MCC.

# SUNY Cobleskill

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## Mission Statement:

SUNY Cobleskill's academic advising focuses on student success by engaging students in the development of a plan to realize their career, educational, and academic goals. Academic advisement is a partnership between advisors and students, each actively engaged in this educational process, with the ultimate goal of student success.

## Academic Advising at SUNY Cobleskill helps students to:

1. Clarify life and career goals
2. Develop goal-oriented educational plans
3. Interpret academic requirements and select appropriate courses
4. Evaluate their progress toward degree completion while acknowledging life and career goals.

# Worksheet

- Assist students in shifting towards independence and self-advocacy.
- Assume responsibility for meeting academic program requirements.
- Develop habits of mind to successfully navigate the world beyond MCC.
- Interpret academic requirements and select appropriate courses

## Monroe Community College Degree Works

Student View A000DYsS as of 01/07/2019 at 10:20

<b>Student</b>	[REDACTED]	<b>Catalog Year</b>	2018-2019	<b>Advisement Key</b>	
<b>ID</b>	[REDACTED]	<b>Admit Type/Term</b>	Freshman/Fall 2018	<b>COS Placement</b>	COS: Rec for all: Req for TRS
<b>Program</b>	LA04 Lib Arts General Studies	<b>International</b>	No	<b>English Placement</b>	COL ENG-Eng Place Test Wai
<b>Major</b>	LA04 Liberal Arts and Sciences: General Studies	<b>Overall GPA</b>	2.426	<b>Reading Placement</b>	
<b>School</b>	Business & Entrepren Studies	<b>Academic Standing</b>	Warning	<b>Math Placement</b>	Lvl 1TRS 092-Placement by T
<b>Pathway</b>	BU01 BusinessAdministration	<b>Last Registration Term</b>	Spring 2019	<b>Last Veteran Term</b>	
<b>Department</b>	Liberal Arts / Inter Dept	<b>Advisor</b>	Rampe, Amanda M	<b>Advisement Location</b>	Bldg. 5-510

LA04 - Liberal Arts and Sciences		Catalog Year:	2018-2019
<input type="checkbox"/> Two (2) 200-level courses taken within the Program	<b>Still Needed:</b> Note: Within your course selection for the Liberal Arts and Sciences Degree you must choose a minimum of two (2) 200-level courses		
<b>Semester 1</b>			
<input checked="" type="checkbox"/> SUNY-Basic Communication (SCOM) Elective	ENG 101	College Composition-WR	R (3) Spring 2019
<input type="checkbox"/> SUNY-Mathematics (SMAT) Elective MTH 150 or higher (Not MTH 140 & 141)	<b>Still Needed:</b> 3 to 4 Credits in @ @ with Attribute SMAT		
<input type="checkbox"/> SUNY Natural Sciences	<b>Still Needed:</b> 3-4 Credits SUNY Natural Science - Click here for Selection		
<input type="checkbox"/> Human Biology and Lab	BIO 132	Lab to Accompany Human Biology	R (1) Spring 2019
<input checked="" type="checkbox"/> Open Elective 3 credits	BUS 201	Business Law I	R (3) Spring 2019
<input checked="" type="checkbox"/> Open Elective 3 credits	ACC 101	Accounting Principles I	B 4 Fall 2017
<b>Semester 2</b>			
<input checked="" type="checkbox"/> SUNY-Social Science (SSCS) Elective	ECO 101	Introduction to Economics	B+ 3 Fall 2017
<input checked="" type="checkbox"/> SUNY-General Education Elective 3-4 Credits			
<input checked="" type="checkbox"/> Foreign Language (SFRL)	SPA 101	Elementary Spanish I	B 3 Fall 2015
<input type="checkbox"/> SUNY-General Education Elective 3 Credits	<b>Still Needed:</b> Choose from 1 of the following:		
<input type="checkbox"/> American History (SAMH) (if below 85 on US History Regents Exam, choose HIS 111/112)	1 Class in @ @ with Attribute SAMH or		
<input type="checkbox"/> Basic Communication (SCOM)	1 Class in @ @ with Attribute SCOM or		
<input type="checkbox"/> Foreign Language (SFRL)	1 Class in @ @ with Attribute SFRL or		
<input type="checkbox"/> Humanities Elective (SHUM)	1 Class in @ @ with Attribute SHUM or		
<input type="checkbox"/> Math (SMAT)	1 Class in @ @ with Attribute SMAT or		

# GPA Calculator

- Assist students in shifting towards independence and self-advocacy.
- Assume responsibility for meeting academic program requirements.
- Develop habits of mind to successfully navigate the world beyond MCC.
- Interpret academic requirements and select appropriate courses

The screenshot shows the SUNY Cobleskill GPA Calculator interface. At the top, there is a navigation bar with links for Back to Self-Service, FAQ, Help, Print, Exception Management, Template Management, and Log Out. Below this is a search bar with fields for Student ID, Name, Degree, Major, Student Class Level, Last Audit, and Last Refresh. The Student ID field is filled with asterisks, and the Name field is redacted. The Degree is set to 'E' and the Major is 'Animal Science BT'. The Student Class Level is 'First Year 1s', Last Audit is '08/27/2018', and Last Refresh is '10/03/2018 at 5:31 pm'. Below the search bar is a menu with options: Worksheets, Planner, Plans, Transfer, Notes, Exceptions, and GPA Calc. The GPA Calc option is selected. On the left side, there are links for Graduation Calculator, Term Calculator (highlighted with a blue arrow), and Advice Calculator. The main content area displays the current GPA as 0.00 and Credits Earned So Far as 0. Below this is a table with columns for Course, Credits, and Grade. The table contains the following data:

	Credits	Grade
AGSC 141	1	B [3.00]
ANSC 117	2	C+ [2.33]
ANSC 117X	1	A [4.00]
ANSC 140	3	A [4.00]
ENGL 101	3	A- [3.67]
FFCS 101	1	B+ [3.33]
HIST 103	3	B [3.00]
Class 8		B- [2.67]
Class 9		C+ [2.33]
Class 10		C [2.00]
Class 11		C- [1.67]
Class 12		D+ [1.33]
Class 13		D [1.00]
Class 14		S [0.00]
Class 15		S [0.00]
		S [0.00]
		F [0.00]
		A [4.00]
		A [4.00]
		A [4.00]

At the bottom of the table is a 'Calculate' button.

# Notes

- Ensure advisors understand their role in the advisement mission and be knowledgeable about institutional policies and procedures.
- Implement an assessment to review advisement activities.
- Advising and communication always follows the student's pathway
- Shared responsibility between professional staff, faculty, and students.
- Evaluate their progress toward degree completion while acknowledging life and career goals

Notes	Entered by	Date
111 *Pathway/Program*BU01/LA04 2ET *Email/Telephone/Online System (Location)* 300 *Courses advised* Keep BUS 201 and TRS 094, drop others AAS *Academic strategies* Taking a break from being on campus but staying in a couple courses toward goals. BUS 201 is online and TRS 094 is hybrid. BAP *Career Exploration* Make an appointment with career services to explore possible career goals.	Rampe, Amanda M	01/07/2019
111 *Pathway/Program*LA04/LAS3 2FA *Faculty advisor appointment (Location)* 300 *Courses advised*See Plans Tab NAP *Major/Pathway Change* After discussion, submitted major change request to BU01. Career and transfer goal of finance. BU01 will set you up for that. Explore transfer options as time goes on.	Rampe, Amanda M	10/22/2018
111 *Pathway/Program*DH01/LA04 2FA *Faculty advisor appointment (Location)* 300 *Courses advised*For Spring 19, ENG 101 (retake), TRS 094 flex place, BIO 144, HED 130 CAP *Choosing Pathway*Since your goal is to attend Dental School which wants an undergrad degree in something like Bio or Chem, we will change your pathway to LAS3 ECE *College Resource Referral*Visited TAAC to see opportunities for help with English next term, and possible help with Psychology if needed this term BAP *Career Exploration* Goal is to eventually become an orthodontist. This requires a post-doc degree after dental school. To get into dental school you will need an undergraduate degree that shows a lot of strength in math and science. NAP *Major/Pathway Change*Changed pathway to LAS3 to reflect goal of dental school.	Rampe, Amanda M	10/05/2018
111 *Pathway/Program*DH01/LA04 2HS *High school Advisement Event (Location)* Confirmed classes for fall and mapped out future courses for dental hygiene.	Mack, Rebecca H.	05/31/2018
111 *Pathway/Program* dh01 (changed from ls02). 2AC *Advisement Center (Location)* Fall 2018: cos 101, trs 092, eng 101*, bio 133, psy 101*. Return to Advisement Center early October to discuss priority registration courses for Spring 2019 (bio 144). *priority placement courses!	Gooding, Mary Anne	04/18/2018

# What-If Analysis

- Advisors will be able to assist students in the decision-making process.
- Choose their pathway by gaining information regarding their education, career, financial, and personal intentions.
- Evaluate their progress toward degree completion while acknowledging life and career goals

The screenshot shows a web application interface for 'What-If Analysis'. At the top, there are navigation links: FAQ, Help, Print, Exception Management, and Template Management. Below this is a search bar with fields for Student ID (DGWTST), Name (Dent, Stu), Degree (AS), Major (LA13 Social and Behavior), Last Audit (01/10/2019), and Last Refresh (04/07/2015 at 11:42 am). A sidebar on the left contains a list of menu items: Worksheets, History, What If, What If History, Look Ahead, Financial Aid, Aid History, Athletic Eligibility, and Athletic History. The main content area has tabs for Worksheets, Plans, Transfer, Notes, Exceptions, GPA Calc, and Admin. Under the 'What-If' section, there is a 'Format:' dropdown set to 'Student View', a 'Process What-If' button, and a 'Save as PDF' button. There are also two checkboxes: 'Include in-progress classes' (checked) and 'Include preregistered classes' (checked). Below this is a 'Catalog Year' dropdown set to '2018-2019'. A section titled 'Choose A Different Major' contains a text prompt and a link for a 'Major Cross Reference by code'. A dropdown menu labeled 'Major' is open, showing a list of majors: 'Pick a Major', 'Accounting: General AAS AC01', 'Addictions Counseling AS AS01', 'Addictions Counseling CER AS02', 'Addictions Counseling-Experiential FocusAS AS03', 'Addictions Counseling-Reentry IncarceratioAS AS04', 'Advanced Studies CER ASC1', and 'Advanced Studies with Thesis CER ASC2'. To the right of the dropdown is a 'Chosen Major(s)' box, which is currently empty, with a 'Remove' button below it.

# Look Ahead

- Advisors will be able to assist students in the decision-making process.
- Guide students towards information and connection to resources and opportunities to help them reach academic success and develop a pathway to career goals by providing recommendations and consequences and recommending a most effective pathway for their academic journey.
- Evaluate their progress toward degree completion while acknowledging life and career goals.

Worksheets Plans Transfer Notes GPA Calc

Worksheets  
History  
What If  
Look Ahead >

Format: Student View Process New  
 Include in-progress classes  
 Include preregistered classes

**Look Ahead**

To see an audit **SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS**, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.

Enter a course and click Add Course

Subject: brc  
 Number: 108  
 Add Course

Courses you are considering

MAT 102  
 Remove Course

Worksheets Plans Transfer Notes GPA Calc

Worksheets  
History  
What If  
Look Ahead >

Back Look Ahead Courses Used: ↓

General Education Requirements						Credits Required: 30	Credits Applied: 24
<b>Unmet conditions for this set of requirements:</b>						30 credits are required. You currently have 24; you still need at least 6 more credits.	
Computer and Information Literacy and Critical Thinking General Education competencies are infused in the Major.							
<input checked="" type="checkbox"/> Writing	ENG 102	Composition II	?	(3)	Spring 2019		
<input checked="" type="checkbox"/> Mathematics	MAT 102	Found. Math in the Real World	PLAN	(3)	PLANNED		
<input type="checkbox"/> Foreign Language	Still Needed: 3 Credits in ASL 102* or CHI 102* or FRE 102* or GER 102* or ITA 102* or JPN 102* or SPA 102* or POR 102* or ARA 102*						
<input type="checkbox"/> Natural Sciences	Still Needed: 3 Credits in @ @ with Attribute NA						
<input checked="" type="checkbox"/> World Awareness	NAS 100	Intro:Native American Studies	?	(3)	Spring 2019		
<input checked="" type="checkbox"/> Student Choice							
<input checked="" type="checkbox"/> Social and Behavioral Sciences	BRC 108	Introduction To Mass Media	PLAN	(3)	PLANNED		
<input checked="" type="checkbox"/> American History	EDU 210	HIS of EDU in US since 1865	A-	3	Fall 2018		
<input checked="" type="checkbox"/> Western Civilization	ART 251	West HertII-Survy Art II	D-	3	Fall 2018		
<input checked="" type="checkbox"/> Fine and Performing Arts	ART 105	Design Concepts I-2D	B-	3	Fall 2018		
<input checked="" type="checkbox"/> Additional 3 credits in any Choice category							
<input checked="" type="checkbox"/> Fine and Performing Arts	ART 210	Drawing I	?	(3)	Spring 2019		

# Student Educational Planner

- Guide students towards information and connection to resources and opportunities to help them reach academic success and develop a pathway to career goals by providing recommendations and consequences and recommending a most effective pathway for their academic journey.
- Develop and maintain a semester-by-semester pathway plan, which specifies courses that will lead to credentials and meet career, transfer, and financial goals.
- Develop goal-oriented educational plans

2017-18

Fall 2017, Total Credits: 15.0	Spring 2018, Total Credits: 16.0	Summer 2018, Total Credits: 3.0
<u>THT 110</u> 3.0	* <u>CHE 113</u> 0.0 	<u>MAT 104</u> 3.0
<u>SOC 100</u> 3.0	* <u>CHE 111</u> 4.0 	
<u>ENG 102</u> 3.0 	<u>TEL 101</u> 3.0	
<u>MAX 101</u> 3.0	<u>MAX 101</u> 3.0	
<u>ENG 220</u> 3.0	FRE 102 or GER 102 or SPA 102 or ITA 102 3.0 	
	@ AH 3.0 	
	* Overall GPA - Student System 2.000	
	* Major GPA 2.000	

# Transfer Finder

- Guide students towards information and connection to resources and opportunities to help them reach academic success and develop a pathway to career goals by providing recommendations and consequences and recommending a most effective pathway for their academic journey.
- Develop and maintain a semester-by-semester pathway plan, which specifies courses that will lead to credentials and meet career, transfer, and financial goals.
- Develop goal-oriented educational plans

## Transfer What If Audit Detail

Buffalo State - Bachelor of Arts in Art History

[Back to Transfer What If Audit Summary](#)

RESOURCES | [Save Audit as PDF](#) | [Support](#)

### SUNY Buffalo State DegreeWorks

#### Course Equivalencies

##### Monroe Community College

ACC 101	Accounting Principles I	B	4	Fall 2017
BUS 104	Introduction to Business	B-	3	Fall 2017
COS 101	College Orientation	A	1	Fall 2018
ECO 101	Introduction to Economics	B+	3	Fall 2017
ECO 103	Personal Money Management	B	3	Fall 2016
OFT 110	Keyboarding	A-	3	Fall 2014
SPA 101	Elementary Spanish I	B	3	Fall 2015

##### SUNY Buffalo State DegreeWorks

 BUS 312	FINANCIAL ACCTG	B	4
 BUS 116	INTRO BUSINESS	B-	3
 INS 1XX	orientation sem	A	1
 ECO 101	THE ECON SYSTEM	B+	3
 ECO 1XX	PERSONAL MONEY MGT	B	3
 CIS 1XX	KEYBOARDING	A-	3
 SPA 101	BEG SPANISH I	B	3

# Student Outcomes Tracking

- Develop and maintain a semester-by-semester pathway plan, which specifies courses that will lead to credentials and meet career, transfer, and financial goals.
- Guide students towards information and connection to resources and opportunities to help them reach academic success and develop a pathway to career goals by providing recommendations and consequences and recommending a most effective pathway for their academic journey.
- Interpret academic requirements and select appropriate courses

Worksheets		Planner	Plans	Transfer	Notes	Exceptions	GPA Calc
Worksheets		Format: Student View		View	Save as PDF	Process New	<input checked="" type="checkbox"/> Include in-progress classes <input checked="" type="checkbox"/> Include preregistered classes
History	MUSC 223	American Music	C	3	Spring 2018		
What If	SUST 101	Introduction to Sustainability	A	3	Spring 2018		
What If History	<b>General Electives</b>		<b>Credits Required: 4</b>		<b>Credits Applied: 6</b>		
Look Ahead	<b>Physical Education</b>	PHED 1XX	Disc Equitation & Horsemanship	TCR	3	Fall 2017	
Financial Aid	Satisfied by		PED166 - DISP EQUITATION - Suffolk Co Cc Ammrn				
Aid History	<b>General Electives</b>	COMM 310	Sel Top-FilmComedy&AmerCulture	A	3	Fall 2018	
Athletic Eligibility	<b>Competency Requirements</b>						
Athletic History	<b>MATH COURSE OPTIONS</b>						
	<b>Math 101</b>	MATH 101	Introduction to College Math	TCR	3	Summer 2017	
	Satisfied by		MAT101 - College Mathematics I - Finger Lakes Cmty College				
	<b>Foundation for College Success</b>	FFCS 101	Foundation for College Success	C+	1	Fall 2016	
	<b>Applied Learning Competency - any course with an Applied Learning Attribute</b>	ANSC 284	Forward Riding Progression	A	1	Spring 2018	
<b>Courses Not Being Used</b>				<b>Credits Applied: 3.5</b>	<b>Classes Applied: 4</b>		
	ANSC 284	Forward Riding Progression	A	1	Fall 2018		
	ANSC 284	Forward Riding Progression	IP	(1)	Spring 2019		
	BIOL 101X	Intro to Biology Lab	TCR	1	Summer 2018		
	Satisfied by: BIO101 - Biology I- Non-Science Majors - Ulster Co Cmty Coll						
	PHED 124	Basic Self Defense for Women	A	0.5	Spring 2018		
<b>Insufficient Grade</b>				<b>Credits Applied: 0</b>	<b>Classes Applied: 13</b>		
	ANSC 111	Intro to Animal Science (C)	C-	0	Spring 2017		
	ANSC 111X	Intro to Animal Sci - Lab (C)	F	0	Spring 2017		

	AAS_EQUINE	E	10200	ANSC 240	RW	2.00	2.00	N	22-JAN-2019	10-MAY-2019	
	AAS_EQUINE	E	13212	ANSC 221	RW	3.00	3.00	N	22-JAN-2019	10-MAY-2019	
	AAS_EQUINE	N	15004	ANSC 284	RW	1.00	1.00	N	22-JAN-2019	10-MAY-2019	Not in Prog No FA
	AAS_EQUINE	E	14640	ANSC 240X	RW	1.00	1.00	N	22-JAN-2019	10-MAY-2019	
	AAS_EQUINE	E	14616	ANSC 216	RW	1.00	1.00	N	22-JAN-2019	10-MAY-2019	
	PROGRAM HOURS:						7.00				
	FINANCIAL AID ELIGIBLE:						7.00				
	CREDIT HOURS - DO NOT COUNT:						1.00				
	CREDIT HOURS REPEATED - COUNT:						.00				
	CREDIT HOURS REPEATED - DO NOT COUNT:						.00				

# Parting Thoughts / Questions

- Technology cannot make up for gaps in advising model
- Degree Works is a useful tool for faculty, professional advisors, and students
- Best practices always involve envisioning how the tool can meet your own institutions goals; one size does not fit all
- Many best practices are closely tied to encouraging students to take ownership of their own academic journey
- Review article in folder on guided pathways and technology