Coffee Talk – June 19, 2018

Thank you for joining us for our most recent Coffee Talk about DegreeWorks! Below is an overview of what was discussed:

- How DegreeWorks appears prior to a Program of Study being submitted to The Graduate School
    - Departments should update degree program requirements with The Graduate School to ensure students see accurate information on DegreeWorks
        - Email Megan Maier for your department's on-file documents or template
    - Sample of student's DegreeWorks worksheet prior to Program of Study submission:

■ Major in Public Administration		
Unmet conditions for this set of requirements:	36 credits are required. You currently have 0, you still need 36 more c Minimum GPA unsatisfied	
☐ Leadership & Government Administration	Still Needed:	1 Class in **PSCI** 520
☐ Research Methods for Public Administrators	Still Needed:	1 Class in **PSCI** 551
☐ Public Policy Processes	Still Needed:	1 Class in **PSCI** 552*
☐ Research Methods II	Still Needed:	1 Class in **PSCI** 553
☐ Foundations of Public Administration	Still Needed:	1 Class in **PSCI** 554
☐ Human Resources Management	Still Needed:	1 Class in **PSCI** 555
☐ Public Budgeting & Finance	Still Needed:	1 Class in **PSCI** 557
☐ Organization Dynamics	Still Needed:	1 Class in **PSCI** 558
☐ Ethics & Public Service	Still Needed:	1 Class in **PSCI** 560
☐ Directed Professional Research	Still Needed:	1 Class in **PSCI** 575
☐ Additional Electives	Still Needed:	6 Credits in **PSCI** 5@
Pre-career students will be required to complete a 3-credit internship (PSCI 598) as one of three elective courses.		
☐ Master's Comp Exam		

- How a Program of Study becomes a DegreeWorks worksheet
    - Students submit Program of Study with all required courses, committee listings and exams and defense information
    - The Graduate School writes code in a program that feeds DegreeWorks and adds committee to Banner
- How to make changes to a completed DegreeWorks worksheet
    - Students submit Program Change Form to The Graduate School
    - The Graduate School updates the code to reflect the changes and DegreeWorks is updated (hit Process New on DegreeWorks if you don't see updated information).
- How to view your students in DegreeWorks
    - Login to MyInfo, Select "Faculty Services" and then "DegreeWorks"
    - Enter the Student ID in the upper left-hand corner of the page
- Only The Graduate School makes exceptions in DegreeWorks
    - Admins and Graduate Coordinators can use "Note" feature (scroll down to the bottom of the DegreeWorks page to view Notes).
- New Graduation Application
    - Deficiencies and Current Registration no longer appear

- o Check-box for Include/Exclude graded coursework
- o Office of Degree Programs & Certificates will log form in to Banner and send back to department
- • How a completed DegreeWorks worksheet appears:

✅ Approved Program of Study _____			Catalog Year:	2015-2016
			GPA:	4.000
✅ 20 credits in 500 level courses or higher.				
No more than 10 credits of Seminar (594/500), Independent Study (592/570), Internship (598/576) and departmental practicum courses may be applied to the degree.				
✅ Foundations of Ecology & Management	BIOE 554 Foundations of Ecology & Mgmt	A	1	2016 Fall
✅ Communication in Ecological Sciences	BIOE 555 Communication in Ecol Sciences	A	1	2017 Spring
✅ Methods of Data Analysis I	STAT 511 Methods of Data Analysis I	A	3	2015 Fall
✅ Methods of Data Analysis II	STAT 512 Methods of Data Analysis II	A	3	2017 Spring
✅ Population & Wildlife Habitat Data	WILD 502 Population & Habitat Data	A	3	2015 Fall
✅ GIS Research Fundamentals	GPHY 504 GIS Research Fundamentals	A	3	2015 Fall
✅ Fisheries Science	WILD 510 Fisheries Science	A	3	2016 Spring
✅ Human Dimensions in Fish & Wildlife Management	WILD 525 Human Dimension FWL Management	A	3	2016 Spring
✅ Master's Thesis-10 credits	BIOE 590 Master's Thesis	P	1	2016 Spring
	BIOE 590 Master's Thesis	P	2	2017 Spring
	BIOE 590 Master's Thesis	P	4	2017 Fall
	BIOE 590 Master's Thesis	P	3	2018 Spring
✅ Master's Comp-Passed First Attempt				
✅ Thesis Defense-Passed First Attempt				
✅ Thesis formatting and Certificate of Approval form				
Thesis and Certificate of Approval form (COA) are turned in to The Graduate School.				

- o Note the new Thesis/Dissertation Formatting and Certificate of Approval check-box
- • Auditing process updates:
  - o When audit is complete, Office of Degree Programs & Certificates (DPC) enters a Note into the DegreeWorks worksheet
  - o DPC sends an email to all students to tell them to log in to DegreeWorks to see the results
    - ▪ This process replaces old process of individually emailing students their deficiencies
    - ▪ Admins & and Graduate Coordinators will be cc'd on email
- • Option to check the Registrar's degree candidates (DC) lists to see which students you should be checking on
- • See end of this document for a new option for tracking DC's on SAIS Report Web
- • The Office of Degree Programs & Certificates will follow up with students regarding deficiencies throughout the term

Q&A
- • What are the graduation fees?
  - o Candidates are assessed a one-time $30 commencement fee and a $20 audit fee each time they apply. Certificate students are not charged the commencement fee.
- • When are graduate students first introduced to DegreeWorks?
  - o Graduate School orientation
  - o One-on-one with Advisor/Chair
  - o Email from The Graduate School after Program of Study has been approved
- • How do we notify The Graduate School of transfer course(s)?
  - o The process for transferring courses has not changed. The courses need to be listed on the Program of Study form and submitted to the Graduate School,

along with the official transcript. Upon approval of the Program of Study, the transfer course will be built into DegreeWorks and will populate once the course(s) has been completed.

- If a student is in a degree program *and* a certificate program how can I enter both chairs in DegreeWorks?
    - While a student does have a chair for their degree and an advisor for their certificate, DegreeWorks cannot show both of them. The primary chair, usually the degree chair, is what populates in DegreeWorks.
- Can I change a student's advisor if the student went to MSU for undergrad so they don't see their undergraduate advisor?
    - It's fine for Admins and Graduate Coordinators to update advisors in SGAADVR for this reason.
- Graduate Tuition Waiver Reporting Group on the SAIS Report Web
    - This reporting group was originally intended for reporting on graduate waivers; however, Laura Collins has added other reports for department admins.
    - Reports and descriptions are as follows:
        - **Apps with No Decision** – This report includes any app for the specified term code and college where the decision field for admission is null.
        - **Current Students by Term** – This report includes any graduate level student registered for the current semester. This is by term and college.
        - **Graduate Tuition Waivers** – This report lists all graduate students for specified term who have had a graduate school tuition waiver applied to their student account.
        - **Degree Candidate or Awarded Degrees** – This report is by college and term. It will list any awarded (AW), or degree candidate (DC) for that term and for specified degree type.
    - If you need access to this reporting group on SAIS please use the Banner request form here and ask for access to "Graduate Tuition Waiver Reporting Group on the SAIS Report Web."
    - If you need help using SAIS or the Report Web – please email Laura.