

Graduate DegreeWorks Workshop

Faculty/Advisers

Graduate Academic Affairs
IIT Tower, 7th Floor
10 West 35th Street, Ste 7D7-1
Chicago, IL 60616



Graduate Faculty
DegreeWorks
[click here](#)

Graduate Academic Affairs Team

- **Diane Ffiles:** Sr. Auditor and Communications Specialist
- **Joel Hestermann:** Sr. Auditor and Curricula Specialist
- **Surendar Mani:** Retention and Student Success Manager

Objectives

- Learn the tools and functionality of DegreeWorks.
- Learn the tools, functionality, and process of eForms.
- Understand why DegreeWorks and eForms are used, and how they can be leveraged.

Masters Advising/Program of Study Hold

- Lifting an advising hold
 - Teaching Tab
 - Enter student A#
 - “View Info”
 - Click the program with a hold
 - Click “Remove Hold(s)”
- Replaces the Plan of Study

1

The screenshot shows the MyIIT Portal interface. On the left is a navigation menu with items: Teaching, Work, Library, Banner Finance, Research, and Training and Support. The main content area is titled "Graduate Advising Hold Removal" and contains a search form. The form has a "Search" label, a "Search by:" section with radio buttons for "A#" (selected) and "Name", and an input field for "Enter Student ID (A#):" containing the value "A00000000". A yellow "Search" button is at the bottom of the form.

2

The screenshot shows the search results page for "Graduate Advising Hold Removal". It features a "New Search" section with a "Show 10 entries" dropdown and a search input field. Below is a table with columns: Last Name, First Name, CWID (A#), Email, and Action. A single entry is visible with a redacted name and a yellow "View Info" button. At the bottom, it says "Showing 1 to 1 of 1 entries" with "Previous", "1", and "Next" navigation buttons.

3

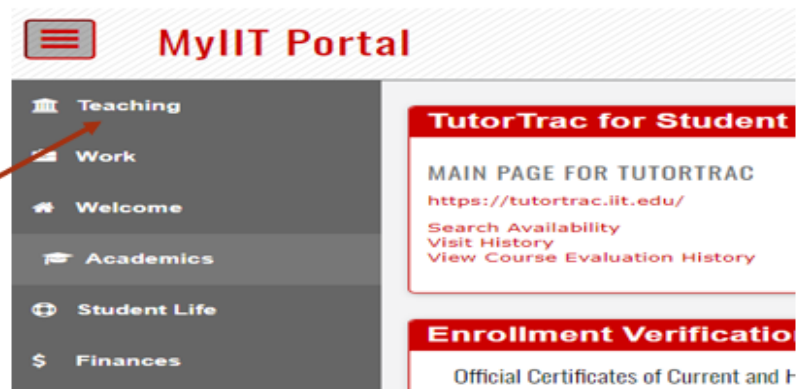
The screenshot shows the "User Info" section of the "Graduate Advising Hold Removal" page. It displays "Student Information" for Yanda Chen (CWID: A20317431). Under "Programs:", "PHD-CHEM-2" is selected in a dropdown menu. Below this, there is a red instruction: "Please select a program(s) from the list" and a note to "Select the program(s) for which advising has been completed then click the remove hold(s) button". It also provides instructions on how to select multiple options using the Ctrl/Command key. Under "Holds:", it lists "Hold Code: GA" (Academic Probation) and "Hold Code: GP" (Graduate Advising Required). A yellow "Remove Hold(s)" button is at the bottom.

Where to Find DegreeWorks & eForms

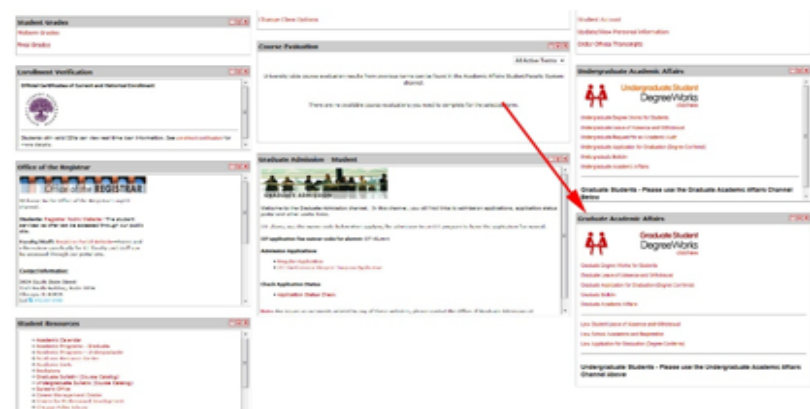
Graduate Degree Works and eForms Quick Start Guide (FACULTY)

Use eForms to request a Change of Adviser, Degree, Major, Transfer Credit, Co-Terminal Shared and Non-Shared Credit, Course Substitution or Exception or to Declare or Change a Specialization (Concentration), Master's Project, Thesis Options or International Partner Research Project:

1



2



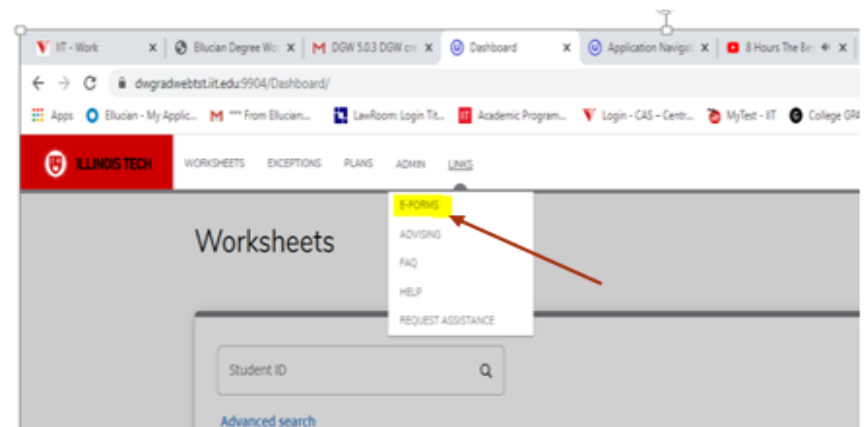
/GAA/Degree Works/Training/How to Guides/Graduate DegreeWorks and eForms Quick Start Guide



1. From the **MyIIT Portal** select the appropriate link on the left (for your user role).
 - A. Academics link (student) **or**
 - B. Teaching link (faculty) **or**
 - C. Work link (staff), then opt-in to add the Graduate Academic Affairs Channel
2. **Then**, navigate to the **Graduate Academic Affairs** channel (directly below the Undergraduate Academic Affairs channel)
3. Select the **Graduate Degree Works** hyperlink
 - A. You can review the eForms status of pending, approved, rejected or not submitted requests by selecting the **eForms** Tab in **Degree Works**

***NOTE: To access Quick Start Guide, please access Graduate Academic Affairs Website and select For Faculty link**

3



7.9.2020

DegreeWorks Functions

ILLINOIS TECH

WORKSHEETS PLANS LINKS

Worksheets

Student ID [REDACTED] Name [REDACTED] Degree Master of Ar

Advanced search

Level Graduate Classification Graduate Non Doctora Major Architecture Advanced Prog 2 College College of Architecture

Academic Standing Good Standing Academic Standing Term Spring 2020 GRE Analytical Writing Section 3.5 New GRE Verbal C

New GRE Quantitative Code 153 New GRE Total Score 305 Academic History MAR-ART2 Degree Status Sought

Top Tabs

- Worksheets (refreshes sheet)
- Plans
- Links (This tab includes eForms, Advising, FAQ, Help, & Request Assistance links)

DegreeWorks Functions, Continued

The screenshot displays the DegreeWorks interface. At the top right, there are three red numbered icons: 1 (Printer), 2 (Envelope), and 3 (Vertical Ellipsis). Below these icons is a horizontal line. Underneath the line, there are two input fields: 'Name' (with a blacked-out value) and 'Degree' (with the value 'Professional Master'). Below these fields, there are several lines of text: 'Major Cyber Forensics and Security', 'College School of Applied Technology', 'Advisor Ryan Nelson', 'Academic Standing Term Spring 2020', 'GRE Analytical Writing Section 3.0', 'New GRE Verbal Code 142', 'Academic History MAS-ITM-1, MAS-CYF', and 'Degree Status Sought, Sought'.

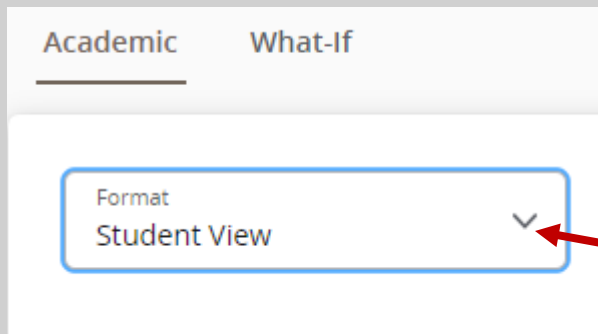
Sub-tabs (top right of screen)

- 1 - **Printer** – prints audit
- 2 - **Envelope** – emails student
- 3 - **Vertical Ellipsis** opens:
 - GPA Calculator
 - Course history
 - Notes

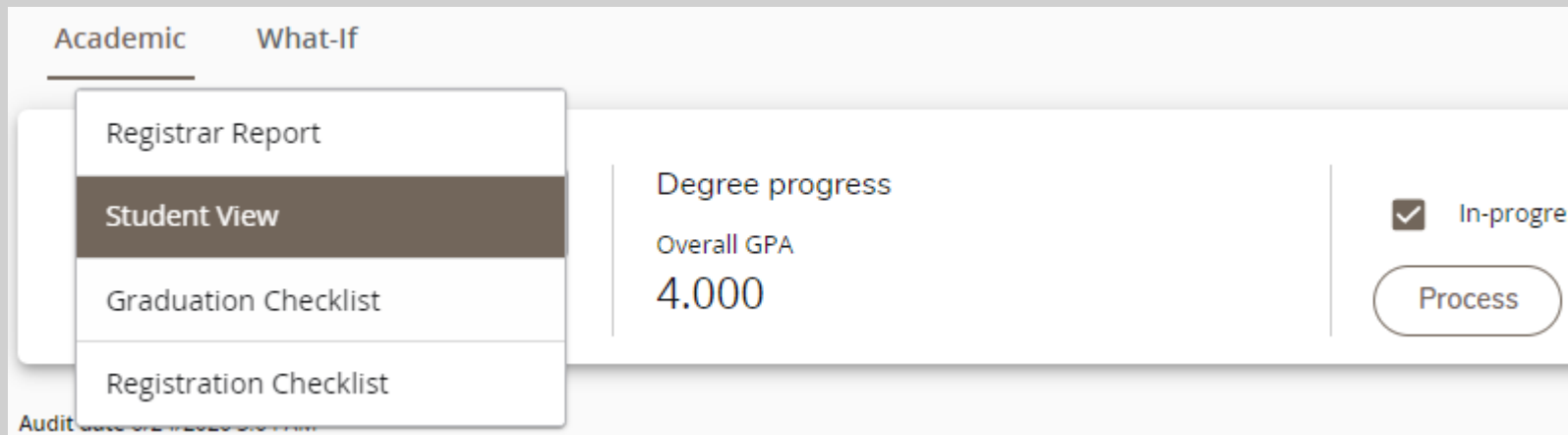
Views

Format – Registrar Report / Student View / Graduation Checklist /
Registration Checklist

- These views are still available
- The default is Student View



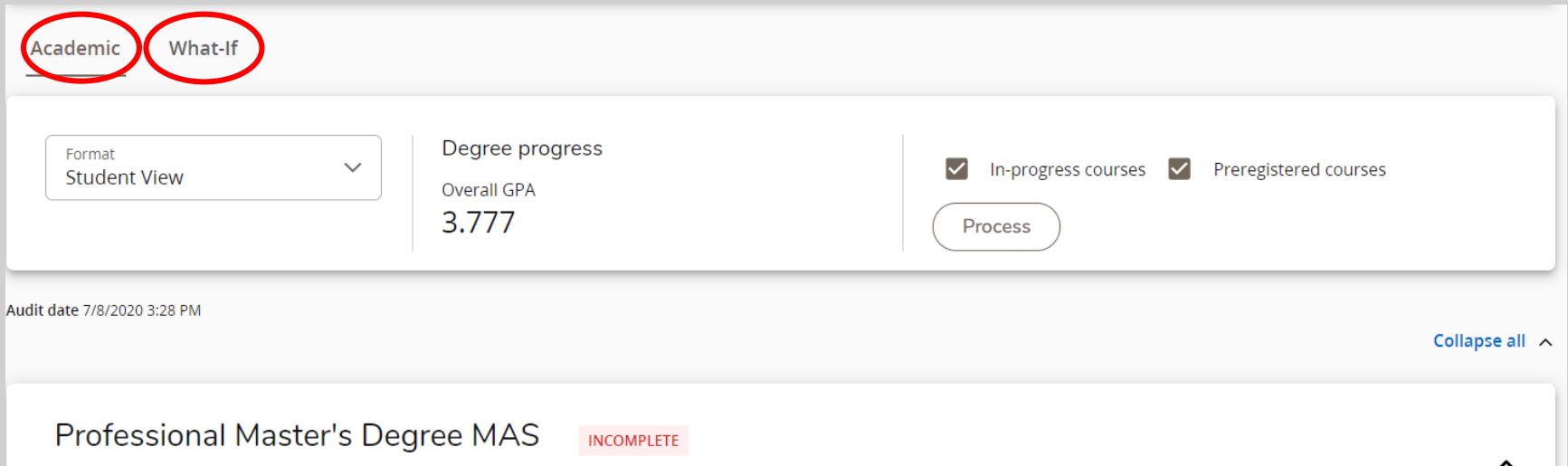
Click to open views



Academic and What-If Tabs

Two tabs are located in the upper right corner just below the student information

- **Academic Tab**
 - Current degree audit can be viewed
- **What-If**
 - See how your program will be affected by any changes before they are officially submitted.
 - Print/Save What If audit before/after meeting with student.



The screenshot displays a student portal interface. At the top, two tabs labeled "Academic" and "What-If" are circled in red. Below the tabs, there is a section with a "Format" dropdown menu set to "Student View". To the right, the "Degree progress" section shows an "Overall GPA" of 3.777. Further right, there are two checked checkboxes for "In-progress courses" and "Preregistered courses", and a "Process" button. At the bottom left, the "Audit date" is 7/8/2020 3:28 PM. At the bottom right, there is a "Collapse all" link with an upward arrow. The main content area shows "Professional Master's Degree MAS" with a red "INCOMPLETE" status indicator.

What-If

Select:

- Academic year
- Program
- Concentration (including Master's Project, Thesis or International Partner Research Project), if applicable

Add future courses you wish to take, to see if you are on track to graduate in current program. Or, you can see if the course would fit into a new program

Process What-If

The screenshot shows the 'What-If Analysis' form with several red arrows pointing to specific fields:

- Two arrows point to the 'Use current curriculum' checkbox and the 'Program' dropdown menu.
- One arrow points to the 'Future courses' section.
- One arrow points to the 'Process' button.

The form includes the following sections and fields:

- What-If Analysis** (header)
- Use current curriculum
- Program** section:
 - Catalog year * (dropdown)
 - Program * (dropdown)
 - Level * (dropdown)
 - Degree * (dropdown)
- Areas of study** section:
 - Major * (dropdown)
 - Concentration (dropdown)
- Additional areas of study** section:
 - Major (0/155) (dropdown)
 - Minor (0/194) (dropdown)
 - Concentration (0/144) (dropdown)
 - Program (0/137) (dropdown)
- Future courses** section:
 - Subject (text input)
 - Number (text input)
 - Add (button)
- Checkboxes: In-progress courses, Preregistered courses
- Buttons: Process, Reset

***NOTE: Always start with admitted catalog year and proceed to next field (box)**

Notes

Worksheets

The screenshot shows the 'Worksheets' interface with search filters for Student ID, Name, and Degree (Professional Master). A dropdown menu is open, showing options: GPA Calculator, Course History, and Notes. Red annotations include a '1' above the dropdown icon, a '2' next to the 'Notes' option, and a '4' next to the 'Save note' button in the modal below.

- Insert notes related to student record
 - Updates to bulletin year.
 - Conversations with student that might be useful information for other viewers.
 - Students may view notes when adviser clicks the box next to *Available to student*
 - Option of predefined note or customized note

*Note appears towards bottom of audit

Add a new note

Predefined notes

Add description

3 Enter Text Here

Available to Student

4 Save note

Cancel

Notes

Status	Description	Created on	Created by
	Concentration requirements are not met.	07/10/2020	Nelson, Ryan

Legend

- Located at bottom of audit
- Gives status of degree requirement

Doctor of Philosophy Degree

Credits applied: 48 Catalog year: 2020 GPA: 4

RESEARCH CREDITS IN-PROGRESS: Doctoral Research grade, 'S', change is recorded upon completion of all

 3.0 GPA Requirement Met

 **Doctoral Advising Completed**

 Overseas Degree Verification (IIT Intl. Partners Prog.)

 **Degree Verification Required**

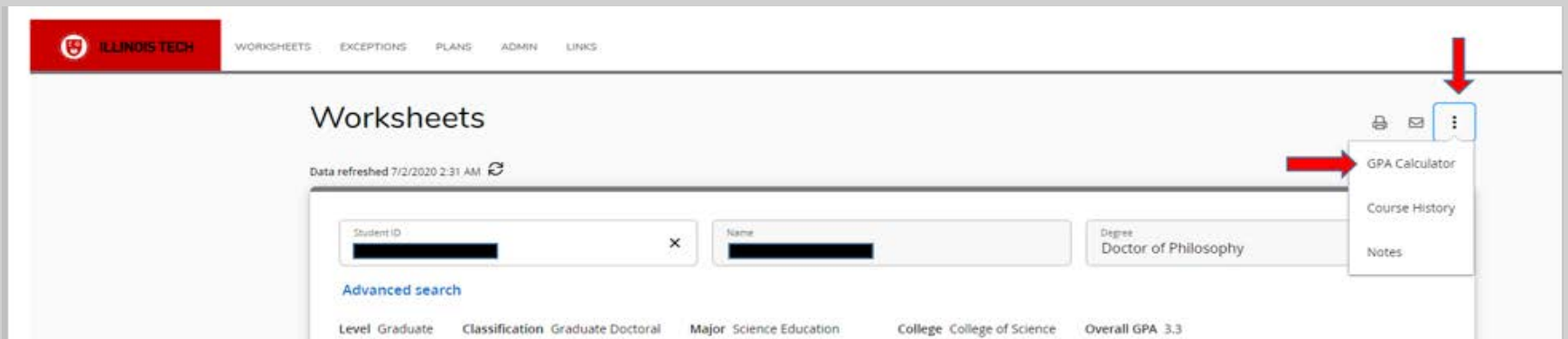


Legend

-  Complete  Not complete  Complete except for courses in-progress  Nearly complete - see advisor  Prerequisite @ Any course number

GPA Calculator

- May be useful for students to see what grade they would need in order to achieve a certain GPA



The screenshot shows the top navigation bar of the Illinois Tech website with links for WORKSHEETS, EXCEPTIONS, PLANS, ADMIN, and LINKS. Below this is the 'Worksheets' section, which includes a search bar with fields for Student ID, Name, and Degree (currently set to Doctor of Philosophy). A dropdown menu is open on the right side of the search bar, with 'GPA Calculator' highlighted. A red arrow points to the dropdown menu, and another red arrow points to the 'GPA Calculator' option.

GPA Calculator

Graduation Calculator Term Calculator Advice Calculator

Current GPA *
2.8

Credits remaining *
15

Credits required *
30

Desired GPA *
3.4

Calculate

GPA Calculator

Graduation Calculator Term Calculator Advice Calculator

You need to average a 4.000 over your final 15 credits to graduate with your desired GPA.

Current GPA 2.8

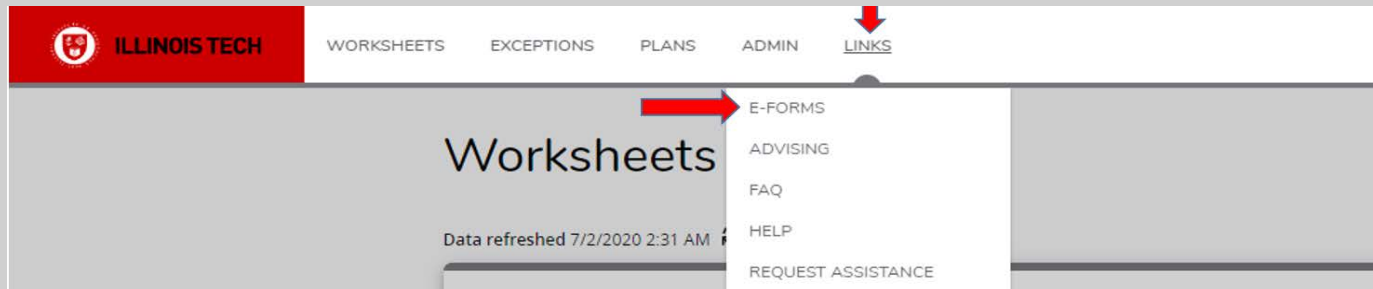
Credits remaining 15

Credits required 30

Desired GPA 3.4

Recalculate

eForms



- Proxy as student
 - *Submit changes on behalf of student*
 - Save vs. Save & Submit
- Importance of eForms
 - **Get approval for course substitutions before the student registers for the course**
 - Student → Adviser → Department Approval → Graduate Academic Affairs → Applied to Graduate Degree Works audit at final approval
- Actions
 - Change of Programs
 - Declare Co-Terminal Shared/Non-Shared (if applicable)
 - Transfer Credits – Internal vs External
 - Change of Adviser
 - Course Substitutions

Proxy as a Student



Welcome Treadwell, Lucas
(Logged in as, Graduate Academic Affairs)

[Home](#) | [Change Role](#) | [Request Assistance](#) | [User Guide](#) | [Logout](#)



Welcome Treadwell, Lucas
(Logged in as, Graduate Academic Affairs)

[Home](#) | [Change Role](#) | [Request Assistance](#) | [User Guide](#) | [Logout](#)

Login User Type Selection

Select User
Type

Graduate Academic Af ▾
Graduate Academic Affairs
Department Approver
Academic Adviser
Student

User Roles

Academic Adviser ... ?
Department Approver ... ?
Power Approver ... ?
Power Viewer ... ?
Student ... ?

Login User Type Selection

Select User
Type


Student ▾

Student CWID

Submit

- Click on “Change Role”
- Select User Type
- Enter A# of student
- The “A” must be capitalized

Proxy as a Student, Continued

 The following is the summary of your last approved / rejected / unsubmitted request. [Click Here](#) for more details

Form Type	plan of study
Status	Approved by graduate academic affairs.No further processing.
Last Comment	-
Last Action Date	05/25/2017 12:55:19 CDT
Last User Updated	Duncker,Sue

Some options will not be available when an eForm is pending. Once the pending form is fully approved, other options will become available.

Select an eForm option below:

Change of Adviser (Form G410)

Change of Degree Major, and/or Declare Concentration, Project or Thesis Option with Transfer Credit and/or Course Substitution and Exception

Change of Degree, Major, and/or Declare Concentration, Project or Thesis Option (Program options only)

Transfer Credit and/or Course Substitution and Exception

View status of Degree Works Plan of Study (Form G401/406) Submissions

Review All eForms Submissions

Change of Adviser

Change of Adviser

Current Adviser: Gopal, Gurram

New Adviser:* --Select New Adviser-- ▼

Comments:*

Save Save and Submit

- Select New Adviser--
- Select New Adviser--
- Caltagirone, John A.
- Davis, Blake M
- Goldman, Elliot
- Houser, Pamela
- Jain, Jagjit
- Maurer, William M
- Safar, Mazin
- Shields, Herbert C.
- Spoor, Cynthia A.

- Current adviser already appears.
- Select new adviser within your department.
- Comments are required.

Change of Degree Example

New request

Department: Computer Science

Degree:* MAS Master

Major:* CS Computer Science

Concentration:*
 Business
 Computation Intelligence
 Cyber-Physical Systems
 Data Analytics
 Distributed and Cloud Computing
 Database Systems
 Education
 Finance
 Information Security and Assurance
 Networking and Communications
 Software Engineering

Completing Thesis:* Not Applicable

Program:* MAS-CS-1

Student Adviser: Korel, Bogdan

Comments:*
I would like to add a business concentration.

- Most programs allow students to change their degree within the same program by using an eForm
- Within same discipline/academic unit only
- Must be equivalent or lower degree
 - PhD to MS, ME to MAS
 - MS to MS, ME, or MAS
 - ME to ME
 - MAS to MAS
- Save vs. Save & Submit
- Change major
- Add concentration
- Add thesis

***Note: Co-terminal students will need to complete a new admission application when changing programs.**

Transfer Credits and Course Substitutions

- External Transfer: Request use of one or more courses from an outside institution.
- Internal Transfer: Excess or AMP-AS shared UG credit to GR credit / Masters credit to PhD.
- Course Substitutions: Use of a course not in current degree requirements. Ex. an elective from another degree program.

The screenshot shows a web form with three main sections for requests, each with a corresponding 'Add New' button. Below these is a 'Comments' field and two action buttons at the bottom.

External Transfer
No External Transfer Requests
[Add New External Transfer Request](#)

Internal Transfer (Interdisciplinary)
No Internal Transfer Requests
[Add New Internal Transfer Request](#)

Course Substitution
No Course Substitution Requests
[Add New Course Substitution Request](#)

Comments:*

[Save](#) [Save and Submit](#)

External Transfer Credits

Transfer Course ID:*	<input type="text" value="CS430"/>
Transfer Institution Course Title:*	<input type="text" value="Introduction to Algorithms"/>
Credits:*	<input type="text" value="3"/>
Transfer Institution:*	<input type="text" value="University of Illinois, Chicago"/>
Term Type:*	<input type="text" value="Semester"/>
Year:*	<input type="text" value="2016"/>
Grade:*	<input type="text" value="A"/>
IIT Equivalent Department:*	<input type="text" value="Computer Science"/>
Course at IIT:*	<input type="text" value="CS430-Introduction to Algorithms"/>
Credits:*	<input type="text" value="3"/>
<input type="button" value="Add"/> <input type="button" value="Clear"/>	

- eForms for preliminary approval
- Final approval after review of:
 - Official US transcript sent directly from transfer institution to GAA.
 - OR
 - Credential evaluation for Intl. transcript sent directly from World Education Services (WES) to GAA.

Internal Transfer Credits

Transfer From Department:*	FDSN-Food Science And Nutrition ▼
Transfer Course:*	FDSN501-Nutrition, Metabolism & Health ▼
Credits:*	3
Was this course completed in a prior Illinois Tech undergraduate degree as excess credit*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Year (if completed):	2017 ▼
Grade (if earned):*	A ▼
Transfer To Department:*	BIOL-Biology ▼
Course Required:*	BIOL597-Special Problems ▼
Credits:*	1
<input type="button" value="Add"/> <input type="button" value="Clear"/>	

- Typically used for courses from a different discipline than the current program.
- Excess or AMP-AS shared UG to GR credit transfer
 - Restrictions apply
- “Course Not Found”
 - Option for adviser to review and articulate use.
 - Student must include a comment explaining why this is selected.
 - Ex. Completed course no longer an active course.
 - Ex. An exact course equivalent is not identifiable but is relevant to requirements (typically electives).

Course Substitutions

- Insert future course (or completed course) and course required

Course Substitution Request ✕

Courses taken within the assigned IIT academic department may be considered to substitute for a required course in the degree plan, pending academic adviser and departmental approval.

Course Completed:*

Credits:*

Course Required:*

Credits:*

Questions / Concerns / Feedback?

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