



My Degree Plan - Faculty Instructions

My Degree Plan is a web-based tool designed to assist students and advisors with monitoring academic progress toward degree completion. It organizes coursework in an easy to read degree audit summarizing completed requirements for a degree, as well as those that are still missing. My Degree Plan also provides information on how each requirement is satisfied and what courses can be taken to complete the remaining requirements. My Degree Plan does not replace academic advising - it is a supplement.

My Degree Plan contains student information from approximately 2011 forward. All of the degree audits have been built as of Fall 2015 forward. If any of your advisees have been here at LSSU since **before** Fall 2015, please review their degree audits to determine if they are using an earlier degree audit than the Fall 2015 version. If the degree audits differ, please contact the Registrar's Office so we can review.

My Degree Plan is located in Anchor Access - Faculty Services - My Degree Plan

Log in: Enter the same Username and Password as used for My.LSSU.



Enter your user name and password, then click Sign In to continue.

This will bring you to the main landing page of My Degree Plan. If you know the student's ID you can enter it here or complete a search using the Find Icon.

LAKE SUPERIOR STATE UNIVERSITY

FAQ Log Out

Find Student ID Name Degree Level Classification Last Audit

D Audit Notes GPA Calc

Selecting Students:

- Quick Access - Enter the student ID in the Student ID Box and press Enter.
- Search - To complete a search for a particular student, or for a group of students by criteria, Click on the Find Icon (upper left); select the Search Criteria, then click Search.
- Students meeting your chosen criteria will display at the bottom of the screen. The system will return 200 students per search. Please narrow your search as much as possible to avoid a delay. Click the Uncheck All button, then check the box next to the name of the chosen student, press Ok.

LAKE SUPERIOR SAILORS

Using the Find Students feature, you can search out students by entering their student ID, or name, or by clicking the Degree, you can search out all students in a particular major. The search can be refined to only show certain minors, or concentrations, class codes, or by specific catalog terms. Remember, all students from 2011 forward will appear in these searches.

Once you have selected your search criteria, click on Search. This will bring up the list of students that match your search. From here, you can click Ok to view all of the students (in a drop down box) or you can uncheck the names, then check the name of the particular student you are looking for. If you receive a warning block indicating more than 200 names have been selected, click ok.

Find Students

Student ID First Name Last Name

Degree
All Degree Codes

Level
All Level Codes

Classification
All Classification Codes

Catalog Term
All Catalog Term values

Minor
All Minor Codes

Concentration
All Concentration Codes

Chosen Repeatable Search Criteria

Search Clear Remove

Student Search: Enter your criteria and click "Search" to find students.

Student ID	Name	Degree	Level	Classification
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OK Cancel Check All Uncheck All

Once you have selected the student, or the group of students, the 'first' student's current academic information will appear at the top of the degree audit.

Degree: This will list all of the student's Majors at LSSU. If the drop down list is not correct, please advise the student to complete and submit a Major Change Request Form to update their records.

Student View A0001NLU as of 07/09/2018 at 10:05

Student	Registrar, Test	Degree	Criminal Justice-BS	Level	Undergraduate
ID	A00081788	Major	Criminal Justice	Overall GPA	0.000
Classification	Freshman	Concentration		Overall Credits	19
Advisor	Neve, Nancy A	Minor		Confidential Indicator	Y

Student View (Default): This shows the degree audit for the major selected from the Degree Listing. It is an overall view showing both complete and incomplete requirements.

Graduation Checklist: This view shows the requirements in a very simple list - detail is removed.

Registration Checklist: This view shows only requirements that are incomplete.

To change from the Student View to either the Graduation or Registration Checklist, select the view from the drop down list then click View.

Save as PDF: Select to create a printable pdf version of the degree audit.

Class History: Shows a list of all of the student's coursework earned/transferred in to LSSU.

Degree Progress Bar:

The Degree Progress bar is an estimation of all the completed requirements in the student's degree audit. This bar is used only as a visual representation and may not reflect an accurate percentage of degree completion.

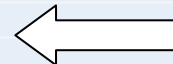


Blocks:

The Degree Audit is made up of "blocks" including: degree, general education requirements, major, concentration/support courses etc, and minor if appropriate.

Degree Block: Is listed first and shows all of the required blocks for the student's degree. You can scroll through the degree audit and you can also click on the various requirement links to take you directly to that block.

BS in Criminal Justice		Catalog Term:	2018 Spring	Credits Required:	124
		General Education GPA:	3.653	Credits Applied:	15
<input type="checkbox"/> Minimum 124 Credits Required	Still Needed:	Minimum 124 Credits Required. You currently have 15, you still need 109 more credits			
<input type="checkbox"/> Residency - Minimum 30 Credits Taken at LSSU	Still Needed:	You currently have 0 credits at LSSU, you still need 30 more credits.			
<input type="checkbox"/> Minimum 2.00 GPA Required	Still Needed:	When your first term is graded, your Overall GPA will be calculated. If your Overall GPA falls below 2.00 it is important to see an advisor to make plans for raising your GPA.			
<input type="checkbox"/> General Education Requirements	Still Needed:	See General Education Requirements section			
<input type="checkbox"/> Honors Requirements	Still Needed:	See Honors Degree Required Courses section			
<input type="checkbox"/> Major Requirements	Still Needed:	See Criminal Justice Major section			
<input type="checkbox"/> Concentration Requirements	Still Needed:	See Criminal Justice - Law Enforcement Concentration section			
<input type="checkbox"/> Criminal Justice Support Courses	Still Needed:	See Criminal Justice Support Courses section			
<input type="checkbox"/> Criminal Justice Upper Level Requirements	Still Needed:	See Criminal Justice - Upper Level Requirements section			



General Education Requirements Block: This lists the general education coursework the student will need to complete.

General Education Requirements		Catalog Term:	2017 Fall	Credits Required:	34
		General Education GPA:	3.653	Credits Applied:	18
<input type="checkbox"/> Effective Fall 2015: Minimum 34 Credits Required	Still Needed:	Effective Fall 2015 - Minimum 34 credits are required. You currently have 18; you still need 16 more credits.			
<input checked="" type="checkbox"/> Minimum 2.00 GPA Required					
<input type="checkbox"/> Oral and Written Communication - 9 Credits Minimum	Still Needed:	Oral and Written Communication requires a minimum of 9 credits.			
<input checked="" type="checkbox"/> Mathematics - 1 Course Minimum					
<input type="checkbox"/> Social Sciences - 6 Credits Minimum	Still Needed:	Social Sciences requires a minimum of 6 credits.			
<input checked="" type="checkbox"/> Natural Sciences - 7 Credit Minimum					
<input type="checkbox"/> Humanities - 6 Credits Minimum	Still Needed:	Humanities requires a minimum of 6 credits.			
<input type="checkbox"/> Diversity - 1 Course Minimum	Still Needed:	Diversity requires a minimum of 1 course.			

Major Block: Lists all the courses and requirements needed for the major. It also shows the 'major' gpa.

Biology Pre-Veterinary Major		Catalog Term:	2017 Fall	Major GPA:	3.300
<input type="checkbox"/> Residency - Minimum 12 Credits of 300/400 Level Taken at LSSU	Still Needed:	You currently have 0, you still need 12 more credits.			
<input checked="" type="checkbox"/> Minimum 2.75 GPA Required					
<input checked="" type="checkbox"/> General Biology: Cells	BIOL 131	General Biology: Cells	B+	4	Fall 2017
<input checked="" type="checkbox"/> General Biology: Organisms	BIOL 132	General Biology: Organisms	IP	(4)	Spring 2018
<input checked="" type="checkbox"/> Freshman Seminar	BIOL 199	Freshman Seminar	IP	(1)	Spring 2018
<input type="checkbox"/> Genetics	Still Needed:	1 Class in BIOL 220			
<input type="checkbox"/> Quantitative Biology or Statistical Methods	Still Needed:	1 Class in BIOL 250 or MATH 207			

Additional blocks include:

Concentration/Support Courses Block: These blocks will appear on the degree audit only if the degree requires a concentration or support courses.

Electives Block: Displays coursework that does not count in the particular major but still counts toward the overall total credits needed.

Insufficient Block: Displays coursework that has been dropped, incomplete, repeated, or failed.

Not Counted Block: Displays coursework that is at less than 100 level and does not count toward the degree.

In-Progress Block: displays registered courses for current and/or future terms.

Legend: Provides information regarding symbols found throughout the degree audit.

Notes Tab: Advisors have the ability to add, modify and delete notes for their advisees. Please remember all notes are considered part of students' academic records and must be disclosed to students at their request.

You have the option to create a note for all to see (including the student) or to create an Internal Note that faculty and staff will see but will NOT be viewable by the student. Please note, students can request to see any and all notes (internal as well) on their records. Also, if you add an Internal Note, then print off a copy of the student's degree audit and give it to them, they Will see the internal note. As well, if you are viewing a student's degree audit in your office with the student, the student may see any internal notes that have been added to their records.

Be very careful what is written in notes - assume the student will see it.

Notes will display at the bottom of the degree audit.

Adding Notes: Select a predefined note from the drop down list - or type in your note, click Save Note when complete.

The screenshot shows a sidebar on the left with four menu items: 'View Notes', 'Add Note' (highlighted with a blue bar and a right-pointing arrow), 'Modify Notes', and 'Delete Notes'. The main content area is titled 'Add New Note' in a blue header. Below the header, there is a text input field with the placeholder text 'Enter your note and click the Save Note button'. To the left of this field is a checkbox labeled 'Not available to student'. Below the text field is a dropdown menu with the text 'Choose a predefined note from the list below' and a downward arrow icon. The dropdown menu is currently empty. At the bottom of the form are two buttons: 'Save Note' and 'Clear'.

Modify a Note: Click on Modify Notes, and make the necessary changes. Once complete, click on the Note Icon. You will only have the ability to modify notes you have created.

The screenshot shows a sidebar on the left with two menu items: 'Modify Notes' (highlighted with a blue bar and a right-pointing arrow) and 'Delete Notes'. The main content area is a table with a blue header titled 'Modify Notes'. The table has two columns: 'Internal' and 'Note Text'. The 'Internal' column contains a checkbox that is checked. The 'Note Text' column contains the text 'Student was advised to contact the Registrar's Office.' and a vertical scroll bar on the right side of the text area. A white arrow points from the left towards the table, and a small yellow notepad icon is positioned above the 'Internal' checkbox.

Delete Notes: You will only have the ability to delete your own notes. To delete, click on Delete Notes, then click on the Note Icon.

If you see any notes where the content is concerning, please contact the Registrar's Office.

GPA Calc Tab:

My Degree Plan provides three types of GPA calculations (Graduation, Term Calculator, and Advice Calculator):

Graduation Calculator - used to show what average is needed in the student's remaining credits to graduate with a desired GPA.

Term Calculator - used to show the student's current GPA, completed credits and courses in-progress. By selecting the expected grade from the drop down boxes for each in-progress course and clicking Calculate, a new projected cumulative GPA will display.

Advice Calculator - will show the student's current cumulative GPA and credits earned. You can enter the desired GPA and click Calculate. Advice will display outlining the credits and grades needed to achieve the desired GPA.

What If:

The What If feature allows you to run a hypothetical degree audit for any major at LSSU using the student's academic history. It is useful if the student is considering changing their major and would like to view how their coursework will apply to a different major.

Click on What If (left side of degree audit)

Catalog Term: Select the future term the student would be starting this degree.

Degree: Select a degree from the drop down menu

Concentration: Select a concentration if required for the new major.

Minor: Select a Minor if appropriate

Click 'Process What If' to run the degree audit - **OR** - Click 'Save as PDF' if you would like to be able to print the PDF version of the What If degree audit.

Degree Audit

What If

Look Ahead

Format: Student View

Process What-If Save as PDF

Include in-progress classes

Include preregistered classes

Select your primary area of study

Catalog Term 2019 Fall

Degree Robotics Engineering-BS

Major Robotics Engineering

Concentration (pick a Concentration)

Minor (pick a Minor)

Select your additional areas of study

Major (pick a Major)

Concentration (pick a Concentration)

Minor (pick a Minor)

Add

Chosen Areas of study

Remove

How to add a second concentration and/or additional minor (once you have completed the above information):

From the 'Select your additional area of study'

Select your current What If Major

Select the additional concentration or minor as applicable

Click Add (will place selection in the Chosen Areas of Study box)

You may select additional concentrations/minors - Click Add after each selection

Click 'Process What If' to run the degree audit - **OR** - Click 'Save as PDF' if you would like to be able to print the PDF version of the What If degree audit.

The screenshot shows a web interface for a degree audit. At the top, there are navigation tabs: 'Degree Audit', 'What If' (which is active and highlighted with a blue arrow), and 'Look Ahead'. To the right of the tabs, there is a 'Format:' dropdown menu set to 'Student View', and two buttons: 'Process What-If' and 'Save as PDF'. Further right are two checkboxes: 'Include in-progress classes' and 'Include preregistered classes', both of which are checked.

Below the navigation is a section titled 'Select your primary area of study' with a blue header. It contains two columns of dropdown menus. The left column has 'Catalog Term' (2019 Fall) and 'Degree' (General Studies-BS). The right column has 'Major' (General Studies *), 'Concentration' (Behavioral Sciences), and 'Minor' ((pick a Minor)).

Below that is another section titled 'Select your additional areas of study' with a blue header. It also has two columns of dropdown menus. The left column has 'Major' ((pick a Major)), 'Concentration' ((pick a Concentration)), and 'Minor' ((pick a Minor)). To the right of these is a box labeled 'Chosen Areas of study' containing the text 'MAJOR : General Studies *' and 'CONC : Emergency Services'. A white arrow points from the 'Add' button to this box. Below the box is a 'Remove' button.

To return to the current degree audit, click on Degree Audit (above the 'What If').

If the student wants to change their major, please have them complete the Major Change Form, then take it to the School responsible for the new major. Once approved please submit the form to the Registrar's Office.

If you have questions regarding My Degree Plan, please contact the Registrar's Office at registrar@lssu.edu or 906-635-2682