Minutes of DegreeWorks Student Educational Planner
UAN Subcommittee Meeting – Best Practices for DegreeWorks Planner
June 27, 2018

Attendees: Valeria Bates, Donna Watson, Gina Polizzi, Tiffany Lide, and Samantha Malpass

Absent: Becky Hollm

Definitions Established
Second Major – Double Major – student should have one plan
  • Students pursuing a double major student should have one plan in DegreeWorks Planner.

Second Baccalaureate Degree – Dual Degree
  • Student pursuing a second degree should visit both Student Services Office for 2 separate plans. It is the student’s responsibility to combine plans with assistance from assigned advisors for majors with significant progression.

Planned Sidebar – highlighted feature for those programs with a prescribed curriculum and students in upper division courses.

Change of Major Best Practices
For historical purposes- Old major plans should not be deleted by new school/college so that they can be utilized as a reference tool, if needed.

Based on the workflow of each student services office across campus, they will decide upon the following:
  • Who changes curriculum in office
  • Who unlocks old plan / makes old plan inactive in SEP

It is the responsibility of the new college/school to ensure all prior plans are inactive and unlocked.
The timeline for creation of new college/school plan is at the discretion of the new school/college.
**Transfer / Handoff of Caseloads**
*After the UAC has transferred students from the FYA -* the active plan becomes the responsibility of the new assigned advisor within the college/school and should be reviewed with the student in any advising appointments.

*Transition of staff* – revise plans as needed.

**Advising Best Practices**
Advisor Accountability – Each semester, advisors are to notate who advised the student in the notes section at the Term Level

DegreeWorks must be 100% accurate with exceptions at the end of each advising appointment.

At a point determined by each college/school, every student will have a completed SEP plan on record.