Self-Service Degree Audit for Advisors

Log onto **Self-Service** via **Connect2U** or directly at **https://selfservice.wne.edu**

Click on **Advising Tile,** and then locate the student you would like to work with.

While viewing student's data, click on **Progress** tab.
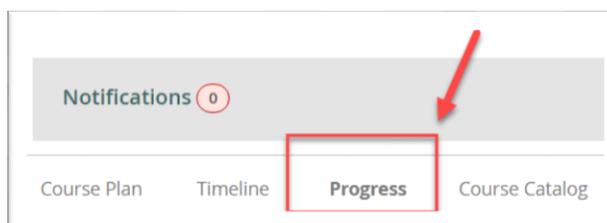
The **Progress** screen is divided into two sections: **At a Glance** and **Requirements**. The Progress area provides a comprehensive view of the student's progress through their chosen program.

If a student has more than one program, click on the arrow buttons to scroll though the programs.

- Dark Green indicates completed credits
- Light Green indicates in progress credits
- Yellow indicates credits planned for future semesters

Students and Advisors can **View a New Program.** This is ideal for students considering changing or adding a new program. They can see their progress if they were to change their major. Note that viewing a new program is not official. A student would still need to go to their Dean's office to change or add a major.

AT A GLANCE

- A summary of advisee's program is on the left. Includes GPA, Degree, Major, Catalog, Description, Notes.
- The **Progress** bar visually indicates the amount of required program credits that are completed.
- The **Total Credits** bar indicates the number of credits completed (dark green), currently in progress (light green), and currently planned (yellow) out of the total number required by the plan of study.
- The **Total Credits from this School** bar indicates the number of credits the student has completed at Western New England University out of the number required.

DEGREE REQUIREMENTS

The Undergraduate Degree Requirements are made up of up to four blocks:

1. **General University Requirements** (GUR) – These include four foundation requirements and seven perspective requirements. Requirements are listed in alphabetical order.
2. **College Core** (for College of Business and College of Engineering only)
3. **Required Courses for Major**
4. **General Electives**

Additional courses that do not fulfill degree requirements will be listed under a fifth category titled **Other Courses**.

The degree requirement blocks can be collapsed by clicking **Hide Details** at the Requirement level. This provides a high level overview of the student's progress. Once collapsed, click **Show Details** to drill down.

In the example above, there are:
- 11 sub-requirements of General University Requirements,
- 1 sub-requirement of Business Core,
- 2 sub-requirements for Marketing majors
- 1 sub-category of General Electives

Note that each requirement or sub-requirement can consist of numerous courses.

Each of these sections will list the required classes and the options available to complete the requirements for the program.

The chart will list the course prefix and course number, course title, course grade (if applicable), the semester in which the course was taken (if applicable), and the associated credit hours. Each course will have one of six possible Status indicators:

1. **Completed:** This is a green box with green font and a green checkmark indicating that the course has been completed with a passing grade.

✓ Completed	COMM-100	Principles of Communicat		B-	2017SP	3

2. **In-Progress:** This is a green box with green font and a half-filled green circle indicating that the student is currently registered for this course. **NOTE:** This could refer to classes in the current semester or next semester if they have already registered.

◑ In-Progress	AC-201	Introduction to Accounting I		2018FL	3

3. **Planned:** This is a yellow box with yellow font and a yellow checkmark indicating that this course is planned for a future semester.

✓ Planned	AC-306	Financial Reporting III		2019SP	3

4. **Not Started:** This is a red box with red font and a red exclamation point indicating that the student has not registered for, planned, or completed this course.

❗ Not Started	MK-323	Distribution Strategy

5. **Fulfilled:** This is a light blue box with blue font and a blue checkmark indicating that the student did not take that class but has completed another course that meets that requirement.

Social/Behavioral
Take PSY-101 or SO-101
Complete all of the following items. ✓ 1 of 1 Completed. Hide Details

✓ 1 of 1 Courses Completed. ✓ Hide Details

Status	Course		🔍 Search	Grade	Term	Credits
✓ Completed	PSY-101	Introduction Psychology		B	2016FL	3
✓ Fulfilled	SO-101	Intro to Sociology				

Dropped: This will be found in the Other Courses area. This is a red box with red font and a red exclamation point indicating that the student has withdrawn from the course.

Other Courses

Status	Course		Grade	Term	Credits
❗ Dropped	MATH-111	Analysis Bus & Econs	W	2016FL	0
✓ Completed	LA-195	Special Top:Liberal Arts	P	2016FL	0

The **Other Courses** area also displays any courses completed that are not relevant to current major.

Note that Degree requirements are not listed in sequence. In the future, **Load Sample Course Plan** will be available. The sample course plan will provide a possible sequence of courses.
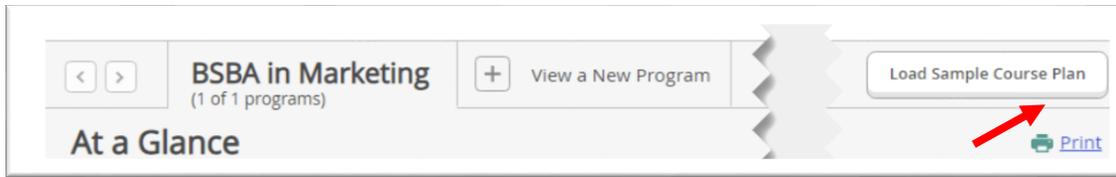
Until that is available, search for **Catalog** on the wne.edu webpage. Then go to appropriate catalog year and school, and program.

To obtain information on all courses that satisfy a particular requirement or sub-requirement, click on the Search button. All of the courses that satisfy the particular requirement will be listed in the Course Catalog.

To obtain more information regarding just one particular course, go to the College Catalog by clicking on a hyperlinked course code.

Once in College Catalog, a course can be added to the plan. Click **Add Course to Plan** and then select the term.
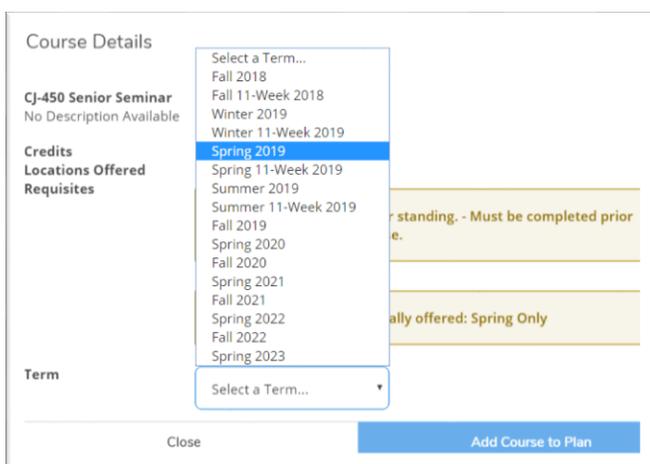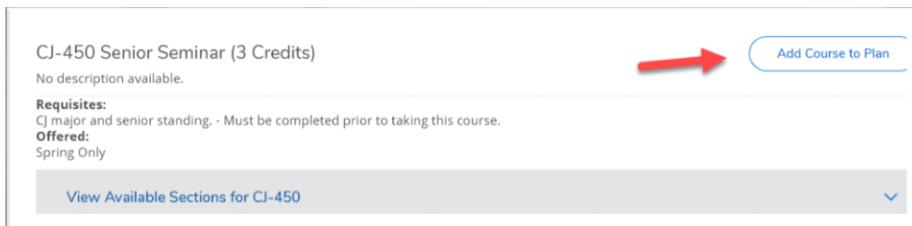
Note: If you would like to take the course in the next upcoming semester, you can choose to **View Available Sections** and then directly Add Section to your Schedule. When planning for later future terms, you must choose **Add Course to Plan** because specific sections are not yet available.

Click **Progress** tab to return to the advisee's degree audit information
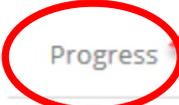
FAQ

Where can I find a suggested sequence of courses for my advisee?

Obtain a suggested sequence of courses for the major and calendar year by searching for Catalog on the wne.edu web site.
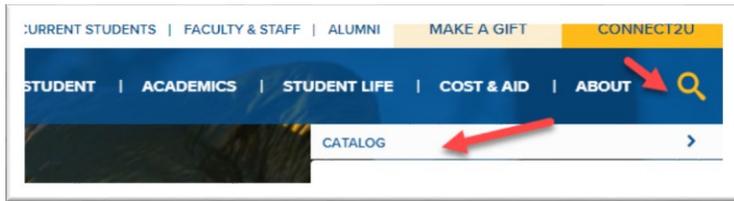
Can I get a printed degree audit?

This system promotes paperless. Students should be encouraged to view their "**My Progress**" data in Self-Service. Additionally, the mobile app will be available soon where you can view from a cell phone or tablet.

There is a Print Option available in the **At a Glance** section. This results in a large multi-page output.
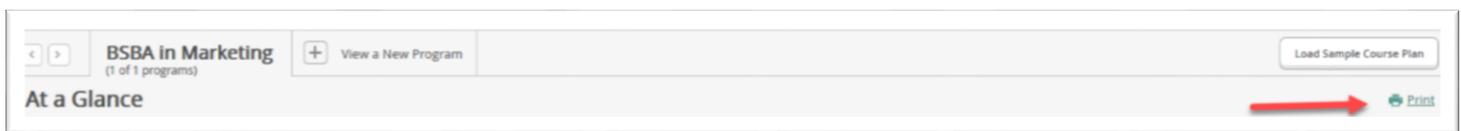
What if an advisee is considering another major?

An advisor or student can click on **View a New Program** to see how the student's existing course work will slot into a new program. If a student does want to change/add a major, the student will need to go their Dean's office.
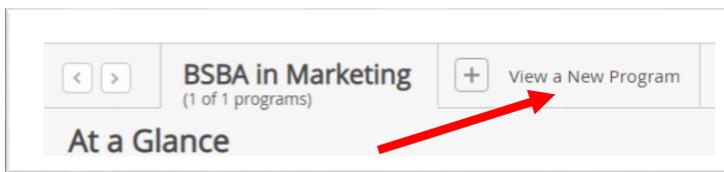
The degree audit is too detailed. It is overwhelming and difficult to see what students need to take in upcoming semester. Can anything be done to make it more straightforward?

Soon a sample course plan will be available to all students.
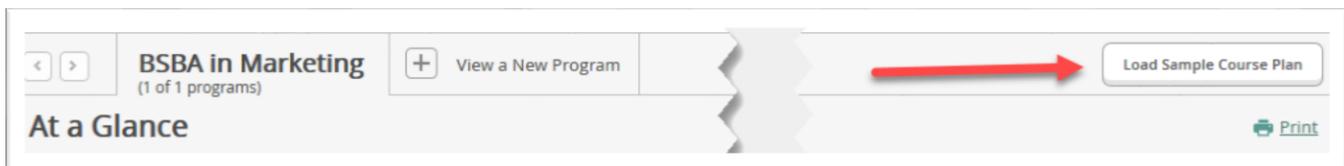
It is helpful to collapse the requirements in **Progress** and only expand when you are looking into a particular category.

My advisee's degree audit doesn't look right. Some of the completed courses are showing up in the Other courses area even though they do satisfy a requirement.

Have your advisee fill out a Degree Audit Issues Report form. The student can access this form from their landing page in Self-Service.