

# Advising New Students (Revised 11/20/22)

## Degree Works & Placement, Plans, & Registration Reminders

### Getting Started

1. Log into My Vol State and click on the Degree Works icon.
2. Enter student V# or use Advanced Search to search by first, last, or preferred name.  
Click the refresh data button above the name block and then the “Refresh Audit” button to ensure you are viewing the most current information.

**Vol State Degree Works Audit**

Data refreshed 11/07/2022 8:09 PM

This refresh button refreshes the data in the Name Block (Program, Test Scores, Holds, Registration, etc.)

Classification Sophomore Program Management AS TTP Division Business & Technology Catalog Year 202280 Developmental Studies Reading 4

Developmental Studies Writing 2 Developmental Studies Math 2 ACT Best Reading 19 ACT Best English 16 ACT Best Math 17

Advisor Lindsay Guenther Academic Standing Academic Probation Warning Student record is confidential

Academic What-If View historic audit

Format Student View Degree program Overall GPA 54% 2.000 REFRESH AUDIT

This Refresh Audit button refreshes the rest of the Worksheet audit (Grades, Transfer Credits, Registration, etc.)

3. Discuss Program and Degree Type to confirm they are correct.
  - a. If Program and Degree Type are correct, skip ahead to Placement Scores section.
  - b. To declare a new Program and/or Degree Type, student must log into *their* My Vol State account, click on the Student Forms icon, and then complete the Major Change form.
  - c. If they want to view a different program/degree, click on the “What-If” link below the Name block, select the most current Catalog Year, select a Program, and click the “View/Refresh What-If Audit” button to preview the requirements for any program at Vol State.

Academic What-If View historic what-if audit

**What-If Analysis**

Use current curriculum  In-progress classes  Preregistered classes

Program

Catalog year \* Program \* Level \*

Degree \*

RESET VIEW/REFRESH WHAT-IF AUDIT

- d. If they are undecided, General Studies AA or AS can be a good starting place for “undecided” students or those who want to cater their courses to a university path that is not a TTP. Career guidance is available from the Office of Advising to help match their interests/personality to degrees/careers. They can contact: [advising@volstate.edu](mailto:advising@volstate.edu) or 615-230-3702.

## Placement Scores & Prerequisites

Placement test scores are not required for admission, however, it is important to encourage students to submit test scores or complete a placement test (particularly for programs requiring multiple math courses).

1. View test scores listed in the Degree Works Name block at the top of the audit. (It is critical to view exact test scores for accurate Math placement.)
2. A “Developmental Studies Math 3” score most likely means they completed a SAILS math program in high school and are ready to take MATH 1005, 1010, or 1530 (depending on program requirement).
3. View the Learning Support block of the Degree Works audit for guidance on which Learning Support courses may be required. [See Placement Document for details.](#)

Students who choose NOT to placement test, and have not submitted test scores, a high school transcript, or prior college credits will see “No Test Scores On File” in the Learning Support block receive default placement of READ & ENGL 0810 with ENGL 1010 and MATH 0101 with MATH 1010.

- Test scores taken within 5 years can be submitted to Admissions or [admissions@volstate.edu](mailto:admissions@volstate.edu).
- Contact Office of Advising to have default learning support test scores entered to allow registration and/or to authorize placement testing: [advising@volstate.edu](mailto:advising@volstate.edu) or 615-230-3702.

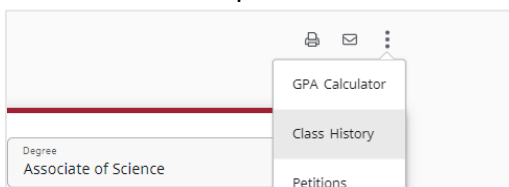
**If Degree Works is unavailable, follow these steps to view test scores in Self Service Banner:**

Log into My Vol State, go to the Advising & Registration folder, click on the Student Information icon, click ID Selection, choose the current registration term, enter the student Vol State ID number (with a capital V), click Submit, verify the correct student’s name appears and click Submit. Click View Test Scores.

**If Degree Works includes a Prerequisites block after the Learning Support block,** additional college level prerequisite courses may be required (such as MATH 1005). Check this block carefully to determine any necessary additional courses.

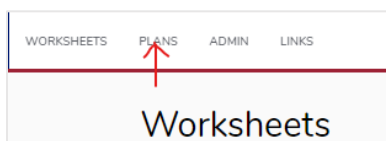
## Look/Ask for Previously Completed Credits (dual enrollment, AP, CLEP, etc.)

4. Scroll to the top of the audit and click on the 3 vertical dots menu icon, then Class History to easily see if the student has any completed credits already on file.
  - a. Ask if they have completed any credits that are not in our system yet. If so, they need to send an official transcript to Admissions for credit to be awarded. Plan for other classes today.

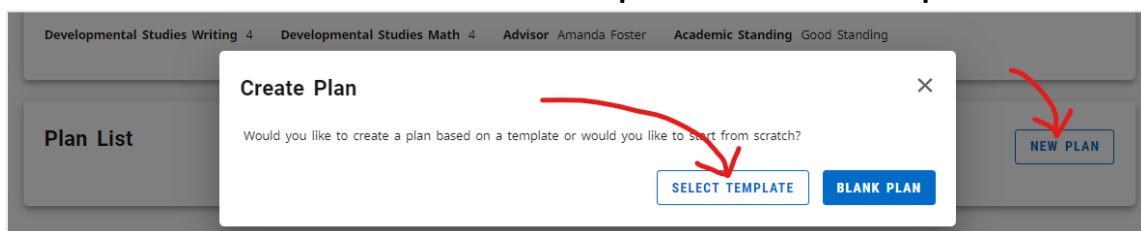


## Creating a New Degree Works Plan from a Template

5. Click on the “Plans” link in the top toolbar to create or edit a plan for the student.



Click the “New Plan” button and then “Select Template” to create a new plan.



### Add a new Plan in Degree Works **and you must make it Active.**

(For information about creating and editing Plans, refer to our [Degree Works documents](#), Unit 1 of the Pioneer Advisor Development training in eLearn, or request a refresher training session with Advising.)

### Division Completion Advisors have created Plan Templates for nearly all placement scenarios for EVERY program and degree, even “No Test Scores”, to make it easy to add new student plans in just a few clicks.

Templates with (FA) in the title begin with a fall semester, and (SP) begin with a spring semester.

Remove any previously completed courses (Dual Enrollment/CLEP/AP) or unnecessary courses from the plan.

Click the Edit pencil icon next to the Description. Check the **Active** box and click Save. Leave the plan unlocked.

A Plan must be made **Active** to connect to Schedule Planner.

The screenshot shows two parts of the Degree Works interface. On the left is a plan card for '(FA) Psychology AS (LS- All) 2022-23'. It includes fields for Degree (Associate of Science), Level (Undergraduate), Active status (Yes), Status (Not locked), and Tracking Status (NOT DISPLAYED, PLAN). A red circle highlights a pencil icon and an 'Edit plan' button. On the right is an 'Edit Plan' modal window. It has a close button (X) in the top right. The Description field contains '(FA) Psychology AS (LS- All) 2022-23'. Below the description are two checkboxes: 'Active' (checked) and 'Locked' (unchecked). At the bottom right are 'CANCEL' and 'SAVE' buttons.

**This is the best time to talk about the timeline to graduation** (12 hrs per term vs 15 hrs per term) because you can see exactly how many classes are required to graduate. Also talk about which courses must be taken “in order” vs. which courses can be taken in any term or order. This helps the student make decisions while they register.

### Registration Reminders

6. **After the student registers**, always refresh Degree Works (both refresh buttons) and verify all courses are plugging into the worksheet audit and not in the Unused Courses category.
7. **If the student does not register for classes during your session, please make sure they understand they have *not yet* registered and still need to do so.**

**Need help?** Call the Advising hotline at ext. 2736 (if you are off campus dial 615-452-8600, ext. 2736). After 4:30pm, call Terry Bubb at X3398 or 615-230-3398.

### Financial Reminders

**TN eCampus courses cost more:** TN Promise and TN Reconnect will NOT pay the extra TN eCampus fees. (Financial questions should always be referred to the Office of Financial Aid: 615-230-3456.)

**Course Program of Study (CPOS):** All courses must apply towards a student’s course program of study and plug into the worksheet audit on Degree Works to be covered by financial aid. Aid will not cover unused courses.

### Learning Support Reminders

**MATH 1010** can be taken with MATH 0101 or 0105 (0105 is required if they need MATH 1130/MATH 1410 or higher in the future)

**MATH 1530** can be taken with MATH 0153 or 0105 (0105 is required if they need MATH 1130/MATH 1410 or higher in the future)

**ENGL 0810 & READ 0810** *must* be taken with ENGL 1010 and can be taken with college level courses. **ENGL 0810 and ENGL 1010 must have matching X sections. READ 0810 will have an X section but may not match ENGL.** (Schedule Planner automatically matches these sections for you.)

## Schedule Planner Registration Tips

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### Course specific Reserved Sections that need manual intervention:

There are a few courses that typically have special sections reserved for various student populations. In Schedule Planner, click on the **Sections button** next to the courses below and view the Notes or section codes to know which sections to select or unselect, depending on your student's situation. (While this list shows the most common courses with reserved sections, there may be other courses with reserved sections.)

**ENGL 1010-** Requires an Advanced Filter selection by **ALL students**. Click the **Sections** button, the **Advanced Filters** button, and select either the **College level** or the **Learning Support** level attribute. Click **Save Filter** and then **Save**.

**ENGL 0810 & READ 0810-** Both have notes indicating "E" section codes reserved for students in the English for Speakers of Other Languages (ESOL) program. These sections must be unselected by any non-ESOL students. ESOL registration requires approval permit from Humanities or ESOL Advisor.

**FYEX 1030 & 1040-** Both have notes indicating sections reserved for students in specific programs. All students outside of those programs must unselect these sections.

**MATH 0105 & 1005-** Both have notes indicating an X section reserved for students taking MATH 0105 & 1005 in the same term. Students not taking both courses must unselect this section.

**Any Course with a "Has Honors" flag in Schedule Planner.** "A01" Sections are reserved for students in the Honors Program and must be unselected by any student not taking Honors courses. Honors courses require approval permit from Honors Program Director.

### Most Common Instructional Methods/Section Codes Reminders

**Numeric (ex. 102):** On-Campus (No online or virtual component; will have a building/room location)

**C:** Online- Asynchronous (No meeting days or times)

**Y:** Virtual Class- Synchronous (Scheduled virtual class sessions; no building/room location)

**H:** Hybrid (Combination of instructional methods)

**R:** TN eCampus section (online asynchronous, additional online fees)

### Quickly narrow down generated schedule options by adding Breaks:

Typical breaks

- No 8am Classes (start break at 8am and end at 8:30am)
- No Night Classes (start break in the afternoon and end the break at 9pm)
- Work Schedule
- Practice (for student athletes)
- Want only two days a week?
  - No Mon Wed Classes (start break at 8am and end at 9pm and select Mon and Wed)
  - No Tues Thurs Classes (start break at 8am and end at 9pm and select Tues and Thurs)