Approving Electronic Curriculum Plans for Advisors

NOTE—Please do not use the *Lock* feature in the Planner <u>except to approve an Electronic Curriculum</u> <u>Plan</u> <u>for a Declaration of Major Student.</u>

Summary: Students are required to create Electronic Curriculum Plans as a component of the Declaration of Major [DOM] process (in their 4th term). Students will be provided instructions for creating plans (see here) and will be asked to contact their DOM advisor when they are ready for advisor review. The directions below indicate how to review Electronic Curriculum Plans. Contact Scott Steele if you have any questions about this process.

Step 1: Go to DegreeWorks

Advisors have access to DegreeWorks through myBerea "Teaching and Advising Tools."

Step 2: Select the Plans tab and select an advisee from the dropdown list.
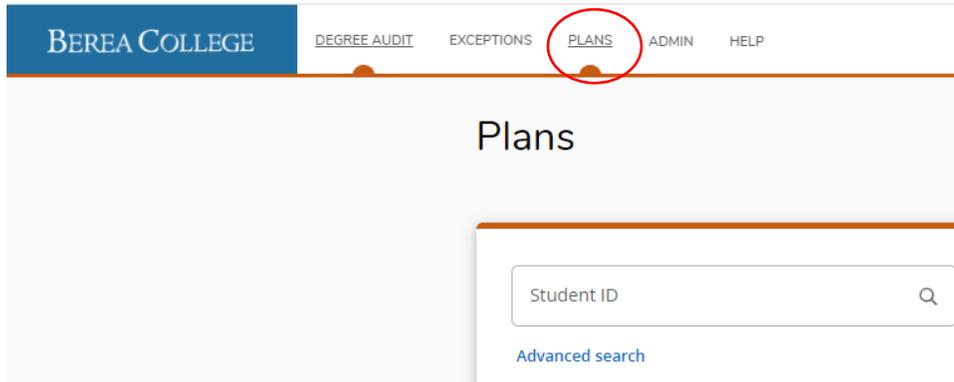
Step 3: "Double Click" The Plan you intend to Review—it should be *active* and have a sensible Description. In many cases your advisee will be sitting with you or bring you a printout of the plan they want you to consider.

Step 4: Review the Electronic Curriculum Plan.

	Is the plan realistic? Can the student succeed with what they proposed? Does the plan support student success and prepare them for their future?
	Does the sequencing make sense and does the planned timing of the courses match with your understanding of planned offerings? See Course Sequencing Tables [here]. If you do not think the Course Sequencing Tables are accurate, please talk with your Department Chair and request an update.
	Does the plan imply an extension of terms that is not approved already? Review an advisees expected graduation date in DegreeWorks. If the plan implies an extension, and you agree that an extension is necessary, have the student apply immediately for an extension of terms. You will receive notification once an extension has been approved. You can LOCK Declaration of Major Plan at that time.
	Is the plan technically sound? Run the Planner "What-if" analysis. The Planner "What-if" allows you to ensure that all curricular requirements will be satisfied if your advisee follows the proposed plan. Where you see unfulfilled requirements, ensure that you and your advisee are fully aware of the strategy for ensuring each requirement is satisfied. This will be common when the Electronic Curriculum Plan includes an elective that will meet a Perspective but no specific course is selected.

Running "What-if" from within Planner

To verify that an advisee's Electronic Curriculum Plan will satisfy all degree requirements, run a "what-if" from the Plan you are viewing.

- Open the Plan and select "What-If" on top left above the planned course list.
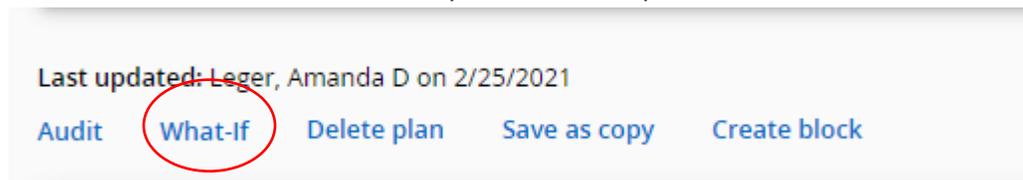
- Chose Criteria for the What-If. Click the WHITE BOXES to make selections.
  - Choose the current Academic Year ○ Choose appropriate degree.

- Choose appropriate major (**Note on Concentrations**: The following BA majors require concentrations: Art, Biology, Chemistry, Child and Family Studies, Computer & Information Science, Economics, Education Studies, English, Health and Human Performance, History, Math, Music, and Physics. For Bachelor of Science degrees, the Business Administration Degree and Technology and Applied Design degrees require a concentration.)

- Add a second major, a second concentration, or minor as appropriate

Additional areas of study ⌃

| Major (0/35) ⌄ | Minor (0/41) ⌄ | Concentration (0/51) ⌄ |

Reset | Process

- Select Process at the bottom right
- Review Audit to see if the Planned Curriculum will satisfy Degree Requirements. Each requirement block will say COMPLETE if the student has completed the plan correctly.

Step 5: Lock the Plan. When you are satisfied with the Electronic Curriculum Plan, close the Audit and Lock the Plan. This is an indication that you approve the plan.

Test for Amanda Leger (Office of Academic Services) ✎ ▢   Plan list | New plan

Degree   Undeclared Bachelor of Arts
Level   Undergraduate

Active Yes | Status Not locked | Tracking Status NOT DISPLAYED, PLAN IS NOT LOCKED

Edit Plan   ✕

Description *
Test for Amanda Leger (Office of Academic Services)

Plan type   ⌄

☑ Active   ☐ Locked

                                              Cancel   Save