

DW + AIS

FALL 2016

STUDENT DEADLINE:
October 21st

ADVISOR DEADLINE:
November 23rd

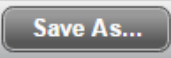
1. **TA's** will (re)introduce students to Degree Works.
2. **Students** will be tasked with updating their plans with an additional two semesters of courses.
3. **Students** will email their advisor once complete.
4. **Advisor** will review and approve or contact student to make changes.
5. **Advisor** will activate/lock and add "AIS" to description of plan once it is approved.
6. **TA** will review Degree Works at the end of the semester to look for "AIS" in description of locked plan.

1. TA's will (re)introduce students to Degree Works.

- Catalog
- Pre-reqs
- DW Worksheet
- DW What-If
- DW Planner How-To
- Placeholder/dummy courses
- Videos
- TA's will be point of contact with how-to questions

2. Students will be tasked with updating their plans with an additional two semesters of courses.

- Presentations will be done in September
- Student deadline will be mid-October
- Updating plans that have been created already
 - *They will make a copy using Save As



STUDENTS CANNOT SAVE CHANGES TO LOCKED PLANS.

3. Students will email their advisor once complete.

- Will be instructed to email their advisor
- If they come in for an appointment, you are welcome to review the plan if already done
- **Reminder: They will have until October 21st to complete their part of assignment.**
- **TA's will remind students weekly, then daily in final week, to complete assignment.**

4. Advisor will review and approve or contact student to make changes.

- **Advisors will have until November 23rd to review plans**
- **Advisor can also update or make a change if it's minor. Inform student of updates.**
- **Notes can be used as a way of communicating any changes that were made, or need to be made, from advisor to student.**

5. Advisor will activate/lock and add “AIS” to description of plan, once it is approved.

Step 1>> Activate and lock new plan.

Step 2>> Add “AIS” to description of plan.

Description:	Active	Modified	Who	Degree:	Level:	Status:
Kinesiology - [AIS]	Y	08/11/2016	Garcia, Amanda Elizabeth	BS	01	LOCKED

Step 3>> Save new plan.

6. TA will review Degree Works at the end of the semester to look for “AIS” in description of locked plan.

- TA's will have access to DW. They will review students and update gradebook if assignment was completed or not.
- Each individual professor is deciding if the assignment will count for a grade in their section, and how it will factor in to overall class grade.