

**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.