DegreeTrack User Guide for Faculty and Staff

DegreeTrack is a web-based tool designed to assist in monitoring a student's academic progress toward degree completion. DegreeTrack also allows students and their advisors to plan for future academic coursework.

The degree audit is a review of a student's past, current, and planned coursework that provides information on completed and outstanding requirements necessary to complete a degree/major/minor/concentration and other additional curricular requirements. The audit is divided into block requirement sections such as Degree, General Education (UG only), and Major Requirements. Each block works like a checklist with boxes that are automatically checked when a requirement is met.

When using DegreeTrack advisors and students will be able to:
- View academic requirements for a degree program
- Determine how completed courses apply to degree requirements
- Identify courses needed to complete degree
- View grades
- View transfer credit earned
- Plan registration for future semesters
- Create what-if audits to process speculative degree requirements

Important note: Students are encouraged to use the degree audit report as a guide when planning registration and long-term progress toward degree completion. It is not a substitute for academic advising. Students are encouraged, and at certain times required, to meet with an advisor prior to course registration. Students should review their degree audit prior to meeting with their academic advisor. The audit is not an official transcript or certification of degree completion.

DegreeTrack is accessed through the Student Profile in Self Service Banner.

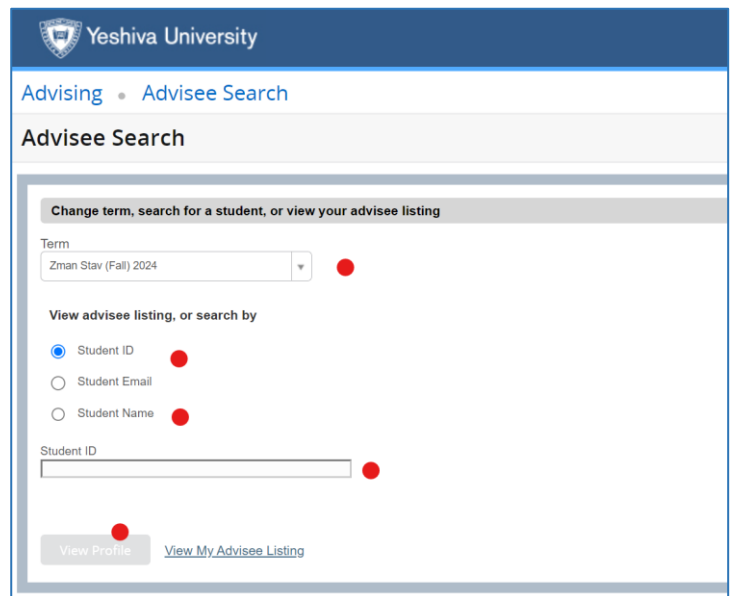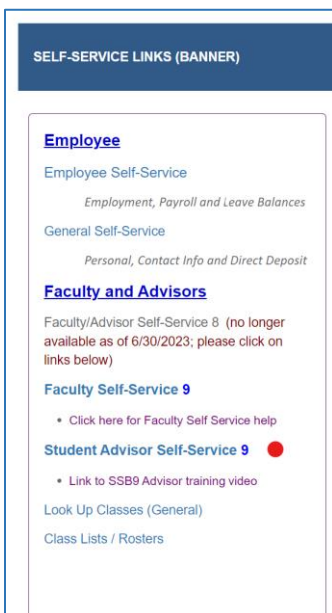Go to **InsideTrack**

Employee tab

Click **Student Advisor Self-Service 9 (SSB)**

> You will be taken to **Self Service for Advisors**

Enter **Term** (or leave on current term)

Enter **Student ID** or **Student Name**

Click **View Profile**

SELF-SERVICE LINKS (BANNER)

Employee

Employee Self-Service

> *Employment, Payroll and Leave Balances*

General Self-Service

> *Personal, Contact Info and Direct Deposit*

Faculty and Advisors

Faculty/Advisor Self-Service 8 (no longer available as of 6/30/2023; please click on links below)

Faculty Self-Service 9

- Click here for Faculty Self Service help

Student Advisor Self-Service 9 ●

- Link to SSB9 Advisor training video

Look Up Classes (General)

Class Lists / Rosters

Yeshiva University

Advising ● Advisee Search

Advisee Search

Change term, search for a student, or view your advisee listing

Term

Zman Stav (Fall) 2024 ▼ ●

View advisee listing, or search by

◉ Student ID ●

○ Student Email

○ Student Name ●

Student ID

[   ] ●

View Profile ●   View My Advisee Listing

Navigating through the Degree Audit

Finding a student or students

Entering DegreeTrack from a student's profile in SSB brings you directly to the student's degree audit. If you need to navigate to a new student or students, follow these steps.

Search - Use the looking glass to search.

Search for a student

- The First and Last name fields are not case sensitive. Typing in the first letters of a first or last name will produce a list of all names starting with those letters.
- Wild cards (@) can be used in any of these fields. Entering @sarah@ in the Last Name field will produce a list of all students whose last name contains the letters "SARAH."

Search for a group of students

- Use criteria found in the menus. *Must include School
- Only valid combinations of search criteria will produce search results (you can't search for AA in English).

Components of a Student's Degree Audit

Student ID – Shows the Banner ID for the student

Name – Shows student's name

Search - Use the looking glass to search

Degree – Student's current degree will be displayed here. The drop down menu can be used to switch between primary and secondary degrees if the student is pursing more than one academic program.

Level – Undergraduate, Graduate, Professional

College – college to which student's program belongs

Classification– Shows academic class: freshman, sophomore, junior, senior or Graduate. This information is calculated in Banner and displayed on the degree audit.

Major – The major corresponding to the degree shown

Campus

Last Audit – Shows the last date an audit was updated in DegreeTrack.

Last Refresh – Shows the last date the student information was updated in Banner.

Legend

The completion status of individual requirements are identified by one of the symbols in the legend, which appears at the bottom of the degree audit.

Worksheets

A student's academic record is viewed using the **Worksheets** tab. The worksheet is made up of the student information header, and a series of **blocks** listing general and specific requirements (for example, degree, general education, major, concentration, etc). Once you have selected a student, you will be taken to that student's worksheet, either **Academic** or **What-If**.

The **Student View** is the default worksheet format. It contains specific information, grouped into requirement blocks, about course requirements for the degree. It shows which requirements a student has completed and what courses are still to be taken.
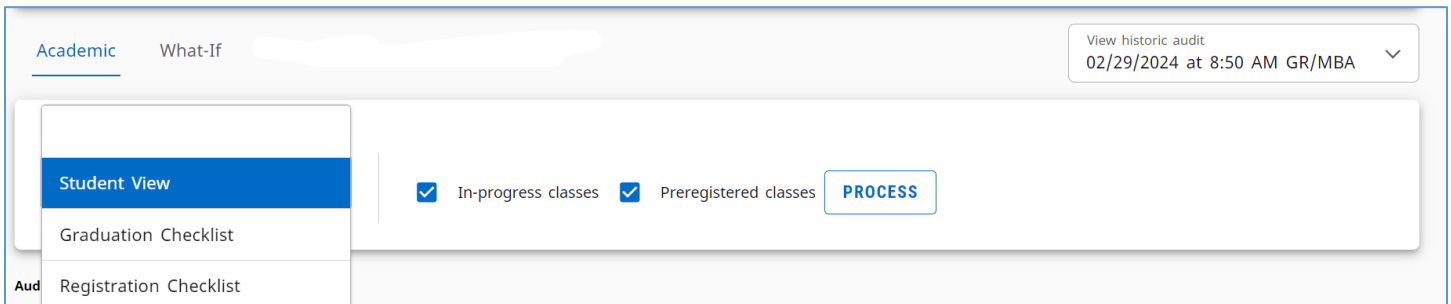
Academic/What-If Section (What-If instructions are found at the bottom of this guide)

Allows you to customize what you see in the Degree Audit
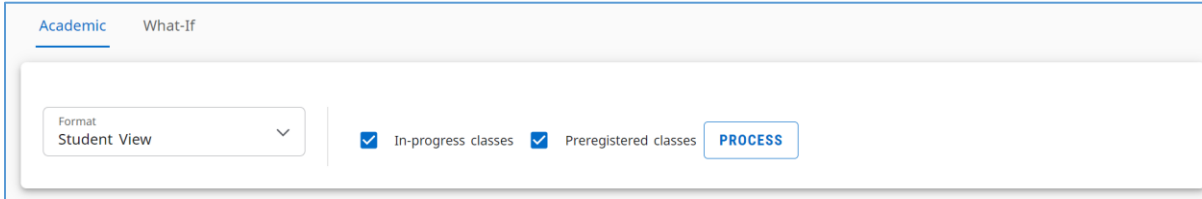
Under **Academic** (*What-If instructions are found at the bottom of this guide)

Select **Student View, Graduation Checklist** or **Registration Checklist**
> **Student View** is a view of requirement blocks and matches what the student sees
> **Graduation Checklist** is a condensed version of the student view (what is completed and what is remaining). It does not include course options for requirements not yet completed.
> **Registration Checklist** shows only what coursework the student has remaining.

Select **In-progress classes** to show currently registered courses or ungraded courses

Select **Preregistered classes** to show courses the student is registered for in a future term

Click **PROCESS** each time you change the selection

Requirement Blocks

Each section in a DegreeTrack audit is called a block. There are individual blocks for Degree, General Education (UG only), Major, Concentration (if applicable), Minor (if applicable for UG only), etc. Each block header contains a title for that block and will display specific course information for that block, such as Academic Catalog year, Credits Required and Credits Applied.

Degree in Bachelor of Arts - YC INCOMPLETE

Credits required: 128   Credits applied: 132   Catalog year: FALL 2019

Courses completed or in progress will fall into one or more of the degree audit blocks. Each individual block has a credit total, however, credit for courses that fall into two or more blocks is only counted once toward the minimum credits required for graduation.

Yeshiva College General Requirements INCOMPLETE

Catalog year: FALL 2019

	Course	Title	Grade	Credits	Term	Repeated
○ I. CORE REQUIREMENTS						
⊘ First Year Writing	FYWR 1020	First Year Writing	A	3	Fall 2021	
⊘ Writing Intensive	JHI 1342	Jews in Medieval Spain	A	2	Spring 2023	
○ Contemporary World Cultures	Still needed:	1 Class in @ @ with attribute = COWC				
⊘ Cultures Over Time	HIS 2601	History of the Law	B	3	Fall 2022	
⊘ Interpreting the Creative	ENG 1001	Books on Books/Films on Films	A	3	Fall 2021	
⊘ Human Behavior and Social Institutions	POL 2390	Weapons of Mass Destruction	A	3	Spring 2022	
⊘ Natural World	SCI 1012	Scientific Literacy	A	3	Fall 2021	
⊘ Experimental and Quantitative Methods	STA 1021	Intro to Statistics	A	3	Spring 2022	
⊘ JEWISH STUDIES CORE REQUIREMENTS						
⊘ Hebrew Level 3	HEB 1030	Hebrew Level 3	B+	3	Fall 2022	
⊘ Additional Jewish Studies Courses (12 Credits)	BIB 2820	Ezra-Nehemiah	A	2	Fall 2022	
	JHI 1342	Jews in Medieval Spain	A	2	Spring 2023	
	JHI 1400	Modern Jewish History	A	3	Spring 2022	
	JHI 4930	Modern Sephardic History	A	3	Fall 2023	
	JTP 1350	Death, Dying, & the Good Life	A	2	Spring 2023	

Major blocks include all courses required for a student's major:

Major in Biology [IN-PROGRESS]

Catalog year: FALL 2019   GPA: 3.152

		Course	Title	Grade	Credits	Term	Repeated
⊘	REQUIRED COURSES						
⊘	Principles of Biology	BIO 1011R	Biology Principles I Lecture	A-	3	Summer 2022	
⊘	Principles of Biology Lab	BIO 1011L	Principles Lab	A-	2	Summer 2022	
⊘	Principles of Biology II	BIO 1012R	Biology Principles II Lecture	B	3	Summer 2022	
⊘	Principles of Biology II Lab	BIO 1012L	Biology Principles II Lab	A	2	Summer 2022	
⊘	General Chemistry I	CHE 1045R	General Chemistry I Lec	B	3	Fall 2022	
⊘	General Chemistry II	CHE 1046R	General Chemistry II	C	3	Spring 2023	
⊘	General Chemistry Lab	CHE 1047L	General Chemistry Lab	B+	2	Spring 2023	

Courses not used to fulfill a specific requirement (General Education, major, etc) will fall into the **Other Coursework** block. Credits may not count toward the program total.

Other Coursework

Credits applied: 99   Classes applied: 29

Course	Title	Grade	Credits	Term	Repeated
BIO 1011L	Principles Lab	A-	2	Summer 2022	
BIO 1011R	Biology Principles I Lecture	A-	3	Summer 2022	
BIO 1012L	Biology Principles II Lab	A	2	Summer 2022	
BIO 1012R	Biology Principles II Lecture	B	3	Summer 2022	
BIO 1376L	Biochemistry Lab	IP	(2)	Spring 2024	

Courses which have been repeated, failed or withdrawn from will fall into the "Insufficient" block.

Insufficient

Credits applied: 0   Classes applied: 1

Course	Title	Grade	Credits	Term	Repeated
CHE 1213R	Organic Chemistry I Lec	F	0	Fall 2023	(R)

What-If

The What-If feature allows you select different scenarios:

      1) view a degree audit including courses you plan to take in the future

      2) view an audit for a different major or concentration using your current courses.

Scenario 1 -What if I change my major or program?

Current coursework under a Different Major/Concentration will display your degree audit if you change major

Uncheck the **Use Current Curriculum** box

Enter the **Areas of Study**, including the **College**.

      Use the major, minor, or concentration fields to select a different curriculum

Click **PROCESS**

Scenario 2 - What-If I register for these courses in the future.

Current Curriculum with Planned Courses to show how future registration will count toward your current program:

> Check the three boxes under **What-If Analysis**

> Enter the subject and course number for the course you'd like to see on your degree audit.

> Click **ADD** if you want to view multiple courses.

> Click **PROCESS**