

# DEGREE MAP

## Appointment Guide



*Degree Map is an exploratory tool that empowers students and advisors to collaborate and make plans toward achieving a student's goals. As you incorporate Degree Map into your advising flow, consider using the outlines below to help organize introductory and continuing appointments using Degree Map.*

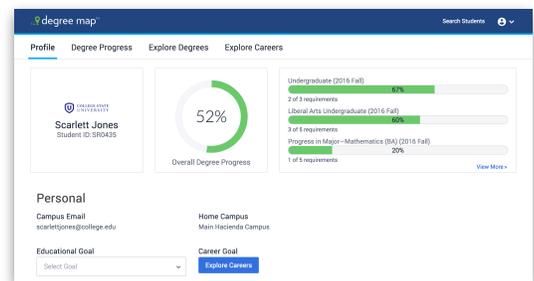
## Introduce Students to Degree Map

### Step 1: Provide an overview of Degree Map

Begin with an introduction of Degree Map and describe its basic functionality. Discuss how you and the student will use Degree Map throughout his or her time at the institution.

### Step 2: Confirm the degree plan

Navigate to the student **Profile** and use the degree progress tracker to confirm the declared plan. If necessary, modify the plan to ensure majors, minors, and certificates are listed in accordance with the student's desired path.

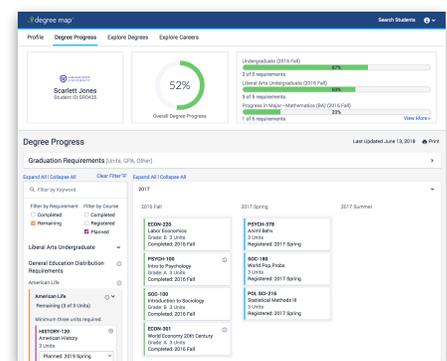


### Step 3: Introduce goal setting

Introduce the importance of setting **educational and career goals**. Instruct students on how to set these goals using Degree Map.

### Step 4: Create a schedule for the upcoming term

Switch to the **Degree Progress** tab and help students craft a schedule for the next term(s). Use the **filters** on the left-rail to locate remaining course requirements and add courses to an upcoming term(s).



### Step 5: Begin mapping the degree plan

Demonstrate how the student will map his or her degree using the **plan cards**. Provide any additional degree planning resources that may be helpful in the planning process and task the student with building out remaining requirements prior to the next advising session.

### Step 6: Print or email a copy of the student plan

Provide the student with a copy of his or her plan using the **email** or **print** icon. Printing the plan will generate a PDF copy of the plan and emailing the plan will send the student a link to directly access the plan in Degree Map.

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## Respond to a Student Plan

### Step 1: Confirm the student's degree plan

Navigate to the student **Profile**. Use the degree progress tracker to confirm the declared plan. If necessary, modify the plan to ensure majors, minors, and certificates are listed in accordance with the student's desired path. Click **view more** to see all listed plans.

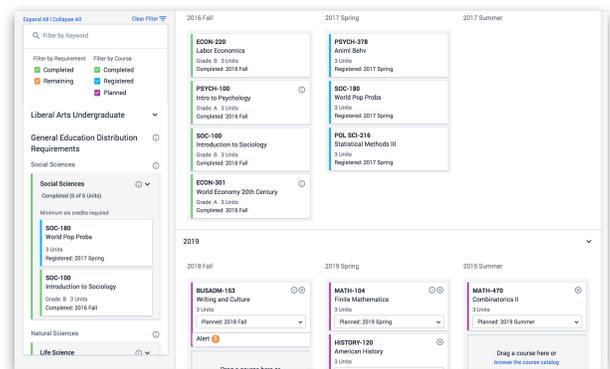
### Step 2: Review overall degree progress

Check the student's **overall degree progress**. Use this percentage to encourage students who are close to degree attainment and to motivate students who are just getting started.



### Step 3: Discuss student's educational and career goals

Take a moment to discuss the listed **educational and career goal**. Is the timeline realistic for graduation? Is the student interested in transferring in the upcoming term? Does the career goal match the declared degree plan? Use this information to guide the advising conversation.



### Step 4: Review the current term

Select **Degree Progress** and review the student's progress in the current term. Did the student enroll in the courses originally planned? How is he or she performing in this term's courses? The student's response may indicate an opportunity to **Explore Degree** opportunities at the institution.

### Step 5: Confirm or modify plans for an upcoming term

Check the student's degree plan and discuss any **placeholders** or **course alerts** that have populated. Assist the student with modifications that need to occur to keep the student on track with the stated goals.

### Step 6: Print or email a copy of the student plan

Provide the student with a copy of their plan using the **email** or **print** icon. Printing the plan will generate a PDF copy of the plan and emailing the plan will send the student a link to directly access the plan in Degree Map.