Advisor Quick Reference Guide

Accessing DegreeMAP

1. Log into GWeb using GWID and PIN.
2. Click on the Faculty Tab.
3. Click on DegreeMAP.
4. Click on the “Launch DegreeMAP” button.

Searching for Students

1. Click on the Find icon in the upper-left of the header.
2. Use the drop-down boxes to enter search criteria.
3. Click the “Search” button.
4. Click on the appropriate header to re-sort the search results (if desired).
5. Click OK to load the list of students into the Worksheet view.

Reviewing a Student’s Worksheet

1. Load a student’s information using the Find icon or typing the student’s GWID.
2. Check the “Last Refresh” information. Use the Refresh icon to update the student’s information from Banner (use sparingly).
3. Check the “Last Audit” information. Click “Process New” to run a new audit.
4. Scroll through the requirements to verify courses have been applied correctly.
5. Review the Fallthrough Courses section for courses that were not applied correctly.
6. Use the drop-down name field in the header to toggle between students.

Changing from “Student View” to “Unmet Requirements”

1. Load a student’s information using the Find icon or typing the student’s GWID.
2. On the Worksheets tab, in the Format drop-down box, select “Unmet Requirements.”
3. Click “View” to load the report.

Enter a Note

1. Review the student’s worksheet.
2. Click on the Notes tab.
3. Click on “Add Note” in the left-hand navigation pane.
4. Select a predefined note from the drop-down box or type a note in the text box.
5. Click Save Note.
6. Click on the Worksheets tab.
7. Click “Process New” to make the Note visible to the student.

Submitting a Petition

1. Review the student's worksheet.
2. Make note of the name of the requirement to be modified and the subject and course numbers associated.
3. Click on the Petitions tab.
4. Click on "Add Petition" in the left-hand navigation pane.
5. Enter the requested changes to the requirement in the Petition submission box.
6. Be as specific as possible, referencing the name of the requirement and any courses associated.
7. Click "Submit Petition."
8. Petitions are approved by the School or College, then processed by the Registrar's Office.

Adding a Student Plan from a Template

1. Review the student's worksheet
2. Make a note of the Academic Year associated with the student's record.
3. Click on the Planner tab.
4. If no plan exists, click on the "Load in a pre-defined plan" link.
5. When the new window loads, click "Clear All".
6. Click "Search" to bring up the list of all available plan templates.
7. Select the plan by major code and academic year.
8. Click "Load Into My Plan."
9. Click "Save Plan" in the lower right-hand Student Educational Planner pane.
10. Place a checkmark in a term on the plan to audit against the worksheet.
11. Click "Process New"