

# College of Arts & Sciences

## Degree Works

### Template Management

### User Guide for Advisors



WESTERN MICHIGAN UNIVERSITY

**College of Arts and Sciences**

**WESTERN MICHIGAN UNIVERSITY** Degree Works

Find Student ID Name Degree Major Classification Last Audit Last Refresh

Worksheets Plans Notes Exceptions GPA Calc

What If

Look Ahead

**For students, DegreeWorks:**

- Provides real-time advice and counsel
- Speeds time to graduation
- Provides intuitive web access to self-service capabilities
- Streamlines the graduation process
- Allows direct access to multiple related services and advice through hyperlinks to catalog information, class schedules, transcripts, help desk services, and FAQs

**For advisors, DegreeWorks:**

- Supports real-time delivery of academic advice through intuitive web interfaces
- Minimizes errors through consistent degree plans
- Supports more timely degree certification
- Reduces paperwork and manual program check sheets
- Supports and monitors unique program changes

**Template Management**

**Template Management can be accessed from the top of any Degree Works Worksheet or from the main page. It will open in a new tab in your browser.**

The screenshot shows the 'Template Management' interface. At the top, there's a search bar with 'Search by Template Description' and a 'Filter:' dropdown. Below this is a table of templates. The table has columns: Description, College, Major, Degree, Catalog Year, Term Scheme, ID, Who, What, and Modified. The 'Flat View' button is circled in red. The table lists various templates, including Aerospace Engineering, Anthropology, Athletic Training, Aviation Flight Science, Aviation Maintenance Technology, Biochemistry, and Biology Major with MATH placement.

Description	College	Major	Degree	Catalog Year	Term Scheme	ID	Who	What	Modified
Aerospace Engineering Calc I 4.5 Years	A	ASPJ	BSEASP	2015	COMPLETE_SCHEDULE_SEMESTERS	T0000237	Oliver, Kelley	NOT SET	8/17/15
Aerospace Engineering Calc I 4.5 Years AFROTC	A	ASPJ	BSEASP	2015	COMPLETE_SCHEDULE_SEMESTERS	T0000250	Scheffers, Rebecca	NOT SET	8/18/15
Aerospace Engineering Calc I 5 Years AFROTC	A	ASPJ	BSEASP	2015	COMPLETE_SCHEDULE_SEMESTERS	T0000251	Scheffers, Rebecca	NOT SET	8/18/15
Aerospace Engineering Pre-Calc 5-Year AFROTC	A	ASPJ	BSEASP	2015	COMPLETE_SCHEDULE_SEMESTERS	T0000252	Scheffers, Rebecca	NOT SET	8/18/15
Aerospace Engineering Pre-Calc 5-Year ROTC	A	ASPJ	BSEASP	2015	COMPLETE_SCHEDULE_SEMESTERS	T0000249	Scheffers, Rebecca	NOT SET	8/17/15
Aerospace Engineering PreCalculus 5 Years	A	ASPJ	BSEASP	2015	COMPLETE_SCHEDULE_SEMESTERS	T0000239	Scheffers, Rebecca	NOT SET	8/17/15
Aerospace Engineering PreCalculus 5 Years Chem Spring	A	ASPJ	BSEASP	2015	COMPLETE_SCHEDULE_SEMESTERS	T0000238	Scheffers, Rebecca	NOT SET	8/17/15
Anthropology (2014)	L	ANTJ	BA	2014	COMPLETE_SCHEDULE_SEMESTERS	T0000209	Beard, Emily Marie	NOT SET	9/18/15
Anthropology (2015)	L	ANTJ	BA	2015	COMPLETE_SCHEDULE_SEMESTERS	T0000280	Beard, Emily Marie	NOT SET	9/18/15
Athletic Training	E	ATDJ	BS	2014	COMPLETE_SCHEDULE_SEMESTERS	T0000144	Reid, Carol Ann	NOT SET	2/6/15
Aviation Flight Science - MATH 2000 Placement	P	AFSJ	BS	2014	COMPLETE_SCHEDULE_SEMESTERS	T0000138	Van Dyken, Sharon I	NOT SET	3/6/15
Aviation Maintenance Technology - MATH 1100 Placement	P	MT CJ	BS	2014	COMPLETE_SCHEDULE_SEMESTERS	T0000142	Van Dyken, Sharon I	NOT SET	2/5/15
Aviation Maintenance Technology - MATH 1110 Placement	P	MT CJ	BS	2014	COMPLETE_SCHEDULE_SEMESTERS	T0000143	Van Dyken, Sharon I	NOT SET	3/6/15
Aviation Maintenance Technology - MATH 2000 Placement	P	MT CJ	BS	2014	COMPLETE_SCHEDULE_SEMESTERS	T0000141	Van Dyken, Sharon I	NOT SET	3/6/15
Biochemistry with MATH 1090 placement, 2014 Catalog year	L	BCHJ	BS	2014	COMPLETE_SCHEDULE_SEMESTERS	T0000286	Smith, Tammi R	NOT SET	10/20/15
Biochemistry with MATH 1090 placement, 2015 Catalog year	L	BCHJ	BS	2015	COMPLETE_SCHEDULE_SEMESTERS	T0000287	Smith, Tammi R	NOT SET	10/20/15
Biochemistry with MATH 1100 placement, 2014 Catalog year	L	BCHJ	BS	2014	COMPLETE_SCHEDULE_SEMESTERS	T0000284	Smith, Tammi R	NOT SET	10/20/15
Biochemistry with MATH 1100 placement, 2015 Catalog year	L	BCHJ	BS	2015	COMPLETE_SCHEDULE_SEMESTERS	T0000285	Smith, Tammi R	NOT SET	10/20/15
Biochemistry with MATH 1110 placement, 2014 Catalog year	L	BCHJ	BS	2014	COMPLETE_SCHEDULE_SEMESTERS	T0000192	Smith, Tammi R	NOT SET	10/20/15
Biochemistry with MATH 1110 placement, 2015 Catalog year	L	BCHJ	BS	2015	COMPLETE_SCHEDULE_SEMESTERS	T0000282	Smith, Tammi R	NOT SET	10/20/15
Biochemistry with MATH 1180 placement, 2014 Catalog year	L	BCHJ	BS	2014	COMPLETE_SCHEDULE_SEMESTERS	T0000283	Smith, Tammi R	NOT SET	10/20/15
Biochemistry with MATH 1180 placement, 2015 Catalog year	L	BCHJ	BS	2015	COMPLETE_SCHEDULE_SEMESTERS	T0000261	Smith, Tammi R	NOT SET	9/16/15
Biology Major with MATH 1090 placement, 2014 Catalog year	L	BYLJ	BS	2014	COMPLETE_SCHEDULE_SEMESTERS	T0000242	Smith, Tammi R	NOT SET	8/13/15
Biology Major with MATH 1090 placement, 2015 Catalog year	L	BYLJ	BS	2015	COMPLETE_SCHEDULE_SEMESTERS	T0000257	Smith, Tammi R	NOT SET	9/16/15
Biology Major with MATH 1100 placement, 2014 Catalog year	L	BYLJ	BS	2014	COMPLETE_SCHEDULE_SEMESTERS	T0000204	Smith, Tammi R	NOT SET	3/10/15
Biology Major with MATH 1100 placement, 2015 Catalog year	L	BYLJ	BS	2015	COMPLETE_SCHEDULE_SEMESTERS	T0000258	Smith, Tammi R	NOT SET	9/16/15
Biology Major with MATH 1110 placement, 2014 Catalog year	L	BYLJ	BS	2014	COMPLETE_SCHEDULE_SEMESTERS	T0000202	Smith, Tammi R	NOT SET	3/10/15
Biology Major with MATH 1110 placement, 2015 Catalog year	L	BYLJ	BS	2015	COMPLETE_SCHEDULE_SEMESTERS	T0000259	Smith, Tammi R	NOT SET	9/16/15
Biology Major with MATH 1180 placement, 2014 Catalog year	L	BYLJ	BS	2014	COMPLETE_SCHEDULE_SEMESTERS	T0000170	Smith, Tammi R	NOT SET	3/10/15

Flat View shows the list of Templates in alphabetical order. Note that Templates have different listing for catalog year and placement.

File Edit View History Bookmarks Tools Help

Template Management

https://bdwp.cc.wmich.edu/StudentPlanner/template/template-management.zul

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Home

Emily Marie Beard | Help

Browse Templates

Create New Template

Search by Template Description

Go Filter:

Advanced Search

Open Delete Expand All Collapse All

Flat View Tree View

College/Major/Degree/Catalog Year

ID Who What

Arts & Sciences

- Anthropology
- Biochemistry
- Biology
- Biomedical Sciences
- Business-Oriented Chemistry
- Chemistry
- Chemistry: ACS Certified
- Communication Studies
- Community & Regional Planning
- Criminal Justice
- Bachelor of Arts
  - 2014-2015
  - 2015-2016
- Data Science
- Earth Science
- Economics
- English
- English: Creative Writing
- Film, Video, & Media Studies
- French
- Freshwater Science & Sustainability
- Gender & Women's Studies
- Geochemistry
- Geography
- Geology
- Geophysics
- German
- Global & International Studies
- History
- Hydrogeology
- Interpersonal Communication
- Japanese
- Journalism
- Mathematics
- Organizational Communication
- Philosophy
- Philosophy: Professional & Applied Ethics
- Physics
- Physics: Electrical Engineering
- Political Science
- Political Science: American Public Policy
- Political Science: Intl Comp Politics
- Political Science: Public Law
- Psychology: Behavioral Science
- Psychology: General Psychology
- Public History
- Public Relations

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**Tree View shows programs organized by College, Program, Degree, then Catalog Year. This may make it easier to find the program and year you need.**

The screenshot shows the ellucian Template Management web application. The browser address bar displays the URL: <https://bdwp.cc.wmich.edu/8443/StudentPlanner/template/template-management.zul>. The page header includes the ellucian logo, a user profile for Emily Marie Beard, and navigation links. The main content area is titled 'Browse Templates' and features a search bar and a list of templates categorized by 'College/Major/Degree/Catalog Year'. A modal dialog box titled 'Select a Template Term Scheme' is open, prompting the user to select a term scheme. The dialog contains the text: 'Please select a Term Scheme to determine the terms that will be populated on your new template. If you click "Cancel", no template will be created.' Below this text is a dropdown menu labeled 'Template Scheme\*' with 'COMPLETE\_SCHEDULE' selected. The dialog also has 'Cancel' and 'OK' buttons. An arrow points from the 'Create New Template' button in the top right corner of the application to the dialog box.

**To start a new Template from scratch, click Create New Template.**

**You will likely only create a brand new Template if a new major is created or significant changes are made to an existing program.**

**In the dialog window, choose**

**`"COMPLETE_SCHEDULE_SEMESTERS."`**

The screenshot shows the 'ellucian' Template Management interface. The 'Description' field is highlighted with a red circle and contains 'Criminal Justice (2015)'. Below it, the 'Term Scheme' is 'Criminal Justice SEMESTERS'. The 'Required Template' section has four fields highlighted with red circles: 'College' (Arts & Sciences), 'Degree' (Bachelor of Arts), 'Major' (Criminal Justice), and 'Catalog Year' (2015-2016). The 'Optional Template Tags' section includes 'Co-op', 'Level', 'Minor', and 'Specialization', all set to 'None'. The 'Fall Year 1' section shows a table of course requirements with columns for 'Critical', 'Course Requirement', 'Credits', 'Minimum Grade', and 'Notes'. The 'Spring Year 1' section shows a similar table. The 'Sum I Year 1' and 'Sum II Year 1' sections show totals of 0.0. The interface includes a 'Courses' sidebar on the right with a list of courses and a 'Delete' button at the bottom right.

Critical	Course Requirement	Credits	Minimum Grade	Notes
<input type="checkbox"/>	DW PROF1	4.0	None	
<input type="checkbox"/>	DW PROF4C	4.0	None	
<input type="checkbox"/>	DW LANG	4.0	None	

Critical	Choice Requirement	Minimum Credits	Minimum Grade	Notes
<input type="checkbox"/>	SOC 2000 or SOC 2100	3.0	None	

Critical	Course Requirement	Credits	Minimum Grade	Notes
<input type="checkbox"/>	SOC 2600	3.0	None	
<input type="checkbox"/>	DW PROF3	4.0	None	
<input type="checkbox"/>	DW LANG	4.0	None	
<input type="checkbox"/>	DW AREA1	4.0	None	

Sum I Year 1	Sum II Year 1
0.0	0.0

**For a new or updated template, the Description should include the catalog year so it is easy to identify from the list. It may also include placement information, if there are multiple templates based on placement.**

**The college, Degree, Major, and Catalog Year will also need to be filled out accurately.**

**You will need to completely fill out the top of a new Template before Saving. After you have Saved, you can add in courses to each semester or make changes to update an existing major.**

**To allow a Template to be used, it must be marked as Active.**

**It is recommended that you leave the Summer sessions in place, even if they are empty, so classes can be added for an individual student's plan.**

The Name of the template should include the major and catalog year. You may also choose to created different templates based on math placement, if applicable.

Required Template Tags should be filled out to reflect the correct information about College

Degree

Major

Catalog Year

Each will have a drop-down menu to choose from.

If a Template isn't showing in the list, but you believe it has been built, check in Template Management to make sure that it has been marked Active.

Template Management

Template ID: T0000216

Description: Criminal Justice (2016) ☒ Active?

Term Scheme: COMPLETE\_SCHEDULE\_SEMESTERS

Required Template Tags

College: Arts & Sciences

Degree: Bachelor of Arts

Major: Criminal Justice

Catalog Year: 2016-2017

Optional Template Tags

Co-op: None

Level: None

Minor: None

Specialization: None

Concentration: None

Liberal Learning: None

Program: None

Fall Year 1 15.0

Critical	Course Requirement	Credits	Minimum Grade	Notes
<input checked="" type="checkbox"/>	DW PROF1	4.0	None	
<input checked="" type="checkbox"/>	DW PRO4C	4.0	None	
<input checked="" type="checkbox"/>	DW LANG	4.0	None	

Choice Requirement

Critical	Choice Requirement	Minimum Credits	Minimum Grade	Notes
<input checked="" type="checkbox"/>	SOC 2000 or SOC 2100	3.0	None	

Spring Year 1 14.0

Critical	Course Requirement	Credits	Minimum Grade	Notes
<input checked="" type="checkbox"/>	SOC 2600	3.0	None	
<input checked="" type="checkbox"/>	DW ELECT	3.0	None	
<input checked="" type="checkbox"/>	DW LANG	4.0	None	
<input checked="" type="checkbox"/>	DW AREA1	4.0	None	

Sum I Year 1 0.0

Sum II Year 1 0.0

Last updated by: Beard, Emily Marie on 10-Nov-2015

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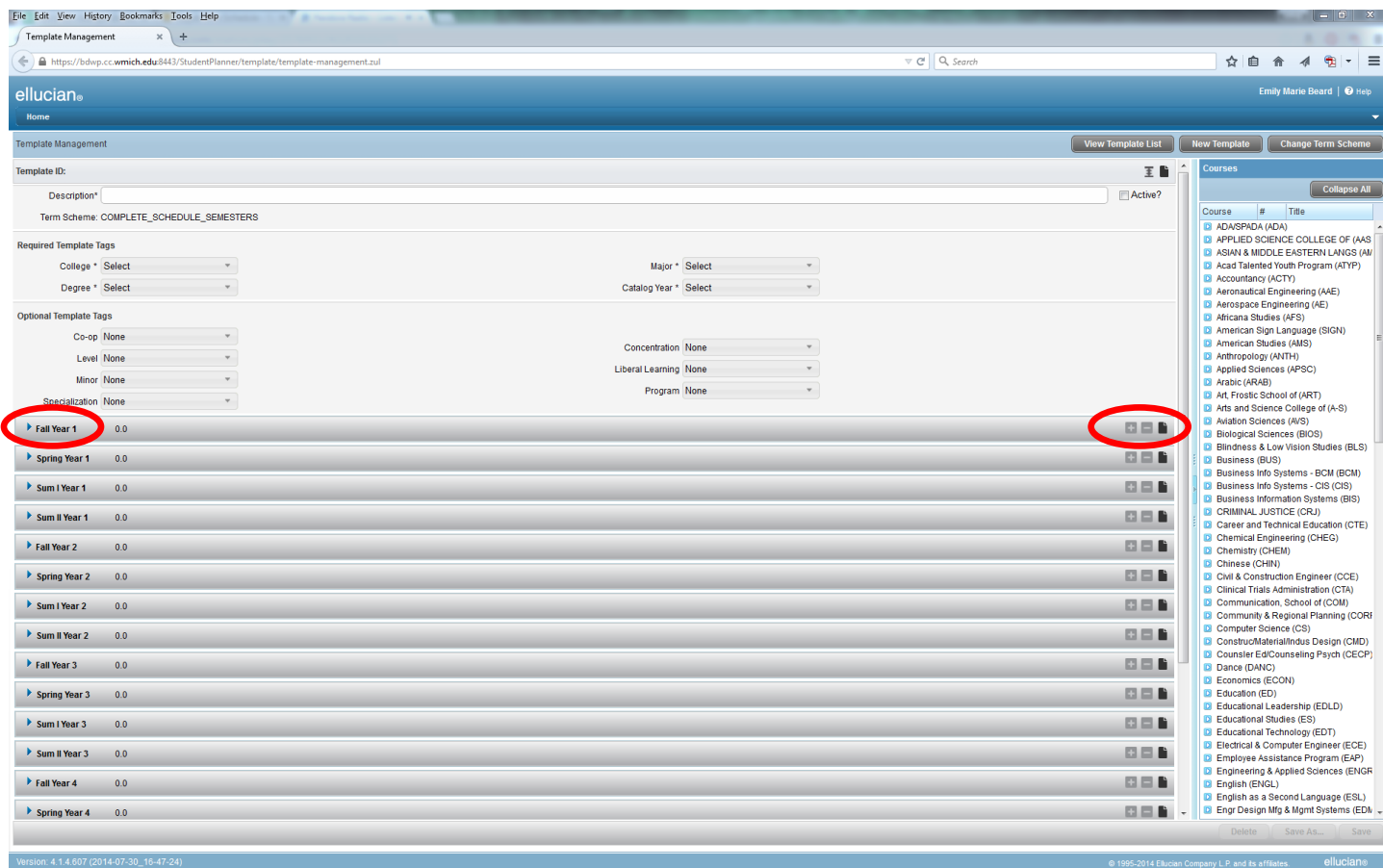
Buttons: Delete, Save As..., Save

To create an updated Plan for a new catalog year, open the previous year's plan, make the necessary changes to the title and catalog year tag, and click "Save As" to create a new version of the template, while leaving the old one intact.

If any courses have changed number of credits, for example, from 3 credits to 4, this will need to be reflected in the Template or it will not open and save correctly.

If there are no changes between one catalog year and the next, all that needs to be changed is the title and catalog year.





When you open a new template, it will have empty blocks for each semester, Fall through Summer II for 5 years. You can click the arrow to show any hidden content in the semester, or click the “+” icon to add a Course, Choice, or other item.

It is recommended that you leave the Summer sessions in the Template, even if you do not intend to place any courses in those sessions at this time.

