* All DegreeWorks issues should be emailed to University.Registrar@jefferson.edu with DegreeWorks in subject header.

* For curriculum changes please follow workflow map.

**DEGREE WORKS**

**DEGREEWORKS WORKFLOW**

**CURRICULUM CHANGES**

* Department Sends Curriculum Changes Via Email to University.Registrar@jefferson.edu with DegreeWorks in subject. Academic Services responds with email acknowledging receipt.

* For curriculum changes please follow workflow map.

**Associate Directors/Coordinators**

(AS OF 7/23/15)

JCN, JCHP, JCP, JCBMS, JCPH = Mary W. SKMC = Usha J.

**Associate Directors/Coordinators**

Enter New/Updated Course information into Banner

**Associate Directors/Coordinators**

Place attached curriculum and worksheet template on Registrar’s share drive in DegreeWorks folder.

**Associate Directors/Coordinators**

Email Scribes letting them know that completed curriculum updates have been placed on Share drive.

**Scribing**

(AS OF 7/23/15)

Kristin M. & Cate L.

The curricula will be scribed in DegreeWorks. When finished Scribes will inform Associate Directors for audit testing to begin

**Academic Departments**

Department begin testing audits after Associates/Coordinators notify them. via email. Department confirms.

**Academic Departments**

CHANGES NEED TO BE MADE AFTER TESTING. Email Associates/Coordinators errors or necessary changes.

**Associate Directors/Coordinators**

Identify issue and send to Scribes.

**Associate Directors/Coordinators**

GO LIVE

If no changes are needed Associates/Coordinators go live with audits.

**Associate Directors/Coordinators**

Run a list of students eligible to be tested. Begin testing audits for accuracy

**Associate Directors/Coordinators**

Academic Services responds with email acknowledging receipt

**Associate Directors/Coordinators**

Email Scribes letting them know that completed curriculum updates have been placed on Share drive.

**Scribing**

The curricula will be scribed in DegreeWorks. When finished Scribes will inform Associate Directors for audit testing to begin

**Associate Directors/Coordinators**

Enter New/Updated Course information into Banner

**Associate Directors/Coordinators**

Place attached curriculum and worksheet template on Registrar’s share drive in DegreeWorks folder.

**Associate Directors/Coordinators**

Email Scribes letting them know that completed curriculum updates have been placed on Share drive.

**Scribing**

The curricula will be scribed in DegreeWorks. When finished Scribes will inform Associate Directors for audit testing to begin

**Associate Directors/Coordinators**

GO LIVE

If no changes are needed Associates/Coordinators go live with audits.