Degree Map Project
Data Collection Phase 1

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Degree Map Project OnCourse site:

There is an OnCourse project site for users who are entering, editing or maintaining degree map data. If you do not yet have access to the project site, please contact IU-UITS-AA@exchange.iu.edu and request access.

Spreadsheet Instructions:

When you first open the spreadsheet, you’ll see an instruction page with both the following instructions and the definition guide.

At the top left corner, you’ll see a few key identification fields (pictured below):

These fields are imperative to the data collection process. Input the following information:
A. **Institution** – chosen from the list provided
B. **Career** – type in the career code (i.e. UGRD)
C. **Program** – type in the program code pertaining to the degree you outline
D. **Plan** – type in the plan code of the degree you outline
E. **Plan type** – select from the list the type of plan being outlined (i.e. major, honors, non-degree, etc)
F. **Subplan** – if the degree map you are outlining pertains to a specific concentration or subplan, enter that code here.
G. **Effective term** – this is the term code for which the requirements you are outlining became effective. This should be noted using 4 numbers following the accepted convention (i.e. 4132, 4118, etc)
H. **Career Services** – provide the most specific career services link for the degree you are outlining

If you have questions about valid values for any of these fields, please consult the IUIE or the campus spreadsheets in the Oncourse site.

**Once you have completed the necessary fields in this section, move on to the 4 Year Map tab.**

This tab has been designed to look like a familiar 4 year degree map outline.

Each **dark blue header** represents a different year in the student's academic career.

Each **light blue header** represents another term (and will be labeled with Fall, Spring, or Summer).

In each term section, you'll see alternating white and cream colored sections. Each of these sections will hold the information for **ONE** course requirement a student must complete in that term. The Item Number in Column A represents the number of that course requirement for that particular term.
For every item in each term, certain information must be collected. The column labels directly beneath each **light blue header** indicate this information. Please pay close attention – information is collected in Column B through Column AA – which may require you to scroll horizontally. The information needed for each column is outlined below in the **Definition Guide** section.

**In order for your degree map to be processed correctly, information must be entered into Column B: Row Type.**

Row type requires you to specify what type of requirement you are outlining. The options are as follows: Course, Course List, Search, Milestone, And, Or, Not. The different types and their appropriate usage are defined in the **Definition Guide** below.

Not all row types require information to be entered in every column. Formatting embedded in the spreadsheet should discourage unnecessary data entry from cells not pertaining to that row type with a change in formatting, as pictured below:
A “blocked” out cell will still allow data entry, but text will be highlighted red to indicate that it is unnecessary.
**Row Type Requirements**

The following list outlines which fields are required for each row type, as an independent guide:

**Row Type = Course:**
- **Course Institution (Column C): Required**
- **Subject Prefix (Column D): Required**
- **Subject Letter (Column E): Required**
- **Catalog Number (Column F): Required**
- **Topic ID (Column G): If Applicable**
- **Placeholder Label (Column K): Optional**
- **Requirement Notes (Column L): Optional**
- **Sequence (Y/N) (Column M): Required**
  - *If Y -*
    - **Sequence Key (Column N): Required**
    - **Position in Sequence (Column O): Required**
- **Recommended Grade (Column P): Optional**
- **Required Grade (Column Q): Required**
- **Critical Course (Y/N) (Column R): Required**
- **Suggested Completion Term (Column S): Required**
- **Required Completion Term (Column T): Required**
- **Learning Objectives (Column AB): If Applicable**
- **Course Notes (Column AC): Optional**

**Row Type = Course List:**
- **RG# (Column H): Required**
- **RQ# (Column I): Required**
- **LN# (Column J): Required**
- **Placeholder Label (Column K): Required**
- **Requirement Notes (Column L): Optional**
- **Sequence (Y/N) (Column M): Required**
  - *If Y -*
    - **Sequence Key (Column N): Required**
    - **Number in Sequence (Column O): Required**
- **Recommended Grade (Column P): Optional**
- **Required Grade (Column Q): Required**
- **Critical Course (Y/N) (Column R): Required**
- **Suggested Completion Term (Column S): Required**
- **Required Completion Term (Column T): Required**

**Row Type = Search:**
- **Course Institution (Column C): Required**
- **Subject Prefix (Column D): If Applicable**
- **Subject Letter (Column E): If Applicable**
- **Catalog Number (Column F): If Applicable**
| PlaceHolder Label (Column K): Required |
| Requirement Notes (Column L): Optional |
| Recommended Grade (Column P): Optional |
| **Required Grade (Column Q): Required** |
| Critical Course (Y/N) (Column R): Required |
| Suggested Completion Term (Column S): Required |
| Required Completion Term (Column T): Required |

**Row Type = Milestone:**

| PlaceHolder Label (Column K): Required |
| Requirement Notes (Column L): Required |
| Recommended Grade (Column P): Optional |
| **Required Grade (Column Q): Required** |
| Suggested Completion Term (Column S): Required |
| Required Completion Term (Column T): Required |
| **Current SIS Milestone (Column U): Required** |

**If Y –**

| RG# (Column Y): Required |
| RQ# (Column A): Required |
| LN# (Column AA): Required |

**If N –**

| Need A New Milestone (Y/N) (Column V): Required |

**If Y-**

| Name for New Milestone (Column W): Required |

Course Notes (Column AC): Optional
**Definition Guide:**

**Row Type (Column B):** Select a type of requirement from the following options:

*Course:* This type is reserved for a single course that can fulfill this requirement.

*Course List:* This type should be used if more than five courses exist to fulfill this requirement.

You have two options for course lists.

1) You can build one within the application using the parameters "and," "or" or "not."

2) If a course list currently exists in your AAR, please supply the RG, RQ, and LN#s for the appropriate course list. (You should consult with your AAR programmer if you need this information.)

**Search:** Search is a type that can be used if a student can fulfill a requirement using a broad spectrum of courses

   Example: Any 300 Level Course Example: Any English Course over the 200 Level

**Milestone:** Milestone events are conditions or activities that students should complete by specific points during their degree or certificate program. Meeting a milestone by the associated term is considered crucial to graduation in 8 semesters.

The following types are to be used as parameters:

*And*

*Or*

*Not*

**Course Institution (Column C):** Pick from the dropdown list the institution through which the course is offered

**Subject Prefix (Column D):** If entering a course or search value, this field should be used if a specific subject prefix (everything to the left of the hyphen) is permitted to fulfill this requirement

   Example: When entering subject information for ENG-W, only include the ENG in this cell. Do not include the hyphen.

**Subject Letter Designation (Column E):** If entering a course or search value, this field should be used if a specific subject letter is specified (everything to the right of the hyphen). This field is not mandatory unless a specific course is being entered.

   Example: When entering subject information for ENG-W, only include the W in this cell. Do not include the hyphen.
**Catalog Number (Column F):** If entering a course value, enter the specific catalog number, to be used in conjunction with the value entered for subject, for the course that is permissible for this requirement  
   Example: 131  
If entering a search value, this field should be used to designate the level at which the course must be completed to fulfill this requirement  
   Example: 3XX, 4XX

**Topic ID (Column G):** If applicable to the course to fulfill the requirement, enter the course topic ID here

**RG# (Column H):** Enter the RG number from your AAR that contains the appropriate Courselist you would like to reference

**RQ# (Column I):** Enter the RQ number from your AAR that contains the appropriate Courselist you would like to reference

**LN# (Column J):** Enter the LN number from your AAR that contains the appropriate Courselist you would like to reference

***If you are unsure of your AAR data, but require use of a course list, please contact your AAR programmer to retrieve this information

**Placeholder Label (Column K):** If applicable, specify in this field the label you would like to appear for this requirement  
   Example: English Composition

   **Important Note:** If you have a campus-wide gen-ed you must use the campus gen-ed label as defined by your office of academic affairs.

**Placeholder Notes (Column L):** Please enter any notes that may be needed to inform students about their selection.

Examples include:

Any 300 Level English Course - except ENG-L351, which will be used to fulfill your senior seminar  
-OR-  
This course can be used toward your Foundations: Mathematical Modeling requirement

**Important Note:** Prerequisites and co-requisites should not be entered in this field. Prerequisite and co-requisite data will be populated from SIS. There is a parallel process underway to make sure that data is accurate.
**Sequence (Y/N) (Column M):** A sequence is a series of courses that must follow an exact sequence. Typically, all courses in a sequence are offered by a single department and any student taking the sequence has the same starting and ending course. For example: BUS-A 100, BUS-A 201 and BUS-A 202 could be considered a sequence.

Sequences are different than prerequisite structure. While ENG-W 131 is a prerequisite for BUS-C 205, however those courses do not constitute a sequence.

**Sequence Key (Column N):** In order for your degree map to load correctly, every sequence, every sequence of courses in your degree map needs a unique key. To create the correct key for your sequence, use the following convention:

**[INSTITUTION CODE]_[PLAN CODE]_[SEQUENCE NUMBER]**

For example, if the first sequence you created in your degree map was a sequence of math courses for the IU East Mathematics BA, your sequence key would be:

IUEAA_MATHBA_1

**Position in Sequence (Column O):** Indicates the position of the course in a sequence

Example: 2 [indicates the course is the second in a sequence]

**Recommended Grade (Column P):** Indicates the grade that is recommended for continued success in the program. This may be higher than the required minimum.

**Required Grade (Column Q):** Enter the minimum grade a student must earn for this requirement in order to fulfill this area.

**Critical Course (Column R):** Critical courses are courses that students should complete by specific points during their degree or certificate program. Completing a critical course by the associated term is considered crucial to graduation in 8 semesters.

Such courses may serve as important prerequisites or provide foundational knowledge for the degree or certificate program

**Suggested Completion Term (Column S):** The term for which the requirement is suggested to be completed

**Required Completion Term (Column T):** The last possible term during which a student can complete a requirement and still be on track to graduate

**Current SIS Milestone (Y/N) (Column U):** In the case that your Row Type is a Milestone, indicate in this column with a Y for Yes and an N for No whether or not
you already have this programmed as a milestone in SIS.

**Need New Milestone (Y/N) (Column V):** In the case that your Row Type is a Milestone, and you do not have it programmed as such in SIS but would like it to be, indicate in this column using a Y for Yes and an N for N.

**Milestone Name (Column W):** If you have indicated that you would like a new milestone created, please record a meaningful name you would like your milestone to have.

    **Example:** Artist Diploma Committee, Ballet Graduation Exam.

**Milestone Code (X):** If you have indicated that you have a preexisting milestone in SIS, please record the milestone code in this column.

**RG# (Column Y):** If you have indicated that you have a preexisting milestone in SIS, please record the Requirement Group number in which that milestone is used.

**RQ# (Column Z):** If you have indicated that you have a preexisting milestone in SIS, please record the Requirement number in which that milestone is used.

**LN# (Column AA):** If you have indicated that you have a preexisting milestone in SIS, please record the Line number on which that milestone is used.

**Learning Objectives (Column AB):** Please enter the learning objectives for the specific course you have entered into this field (optional).

**Course Notes (Column AC):** Any additional notes that you would like to be visible to the student should be entered into this area specific to the course outlined on that line.
**Saving your work:**

To save your work please use the “save as” feature and rename your document using the following naming conventions:

**[INSTITUTION CODE]_[PROGRAM CODE]_[ PLAN CODE]_[SUBPLAN CODE]**

**Example: IUBLA_COLL1_MATHBA**

Only use the subplan code if you have one and it applies to the degree map you are building.