

2015 Florida College System Performance Funding Improvement Plan March Update



Spring 2016

NORTHWEST FLORIDA STATE COLLEGE EXECUTIVE SUMMARY

In 2015, Northwest Florida State College ranked in the Bronze category of the System’s Performance Funding Model. Such ranking resulted in the withholding of \$338,000 of base funds and the ineligibility to compete for newly appropriated performance funds.

As outlined in Northwest Florida State College’s 2015 Performance Improvement Plan, the College identified two of the four measures for targeted improvement: retention and completion. Under the System’s Performance Funding Model, the College earned 1 out of 10 points in retention and 6.7 out of 10 points in completion.

For each measure (see below), strategies and activities were defined, and evidence demonstrating the successful implementation of each of those activities was itemized for future updates. In January, the College presented an update showing that all December 2015 benchmarks were met. At such time, 50% of the base funds were released back to the College. This update will document the College’s success in achieving all planned benchmarks set for May 2016.

Measure Targeted for Improvement	Strategy	Activities	Benchmarks met for Successful Implementation?	
			December 2015	May 2016
Retention Rates	Improved communication and collaboration between faculty, staff, and students	Implementation of an Assigned Advisor/ Completion Coach Model	Yes	Yes
		Implementation of a New Student Orientation Program	Yes	Yes
Completion	Provide students with the information needed to make informed academic choices that lead to successful and timely transfer or entry into the workforce	Implementation of a New Degree Audit Tool	Yes	Yes

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College: Northwest Florida State College
Report completed by Aimee Watts, Dean of Students

Measure	Student Retention Rates		
Strategy	Improved communication and collaboration between faculty, staff, and students		
Activity 1	Implementation of an Assigned Advisor/Completion Coach Model By April 15, 2016 NWF State College will have the following evidence for the implementation of this activity: <ul style="list-style-type: none"> Copies of Communication Logs documenting Completion Coach connections with First-Time-Full-Time students 		
	Evidence of progress (150 words or less) Supporting documentation may be attached.	Beginning with Fall term 2015, Academic Advisors and Completion Coaches began routinely reaching out to assigned students throughout the academic year with messages regarding important college information. A schedule of targeted messages [1] from various departments was created to ensure timely and effective student communication. In February 2016, an Early Academic Warning system was created [2] for faculty to better communicate with Completion Coaches when students were in jeopardy of failing a class. [3] Completion Coaches now reach out to students to encourage improved academic behaviors for successful course completion. [4] [5] Twenty-eight faculty have submitted academic reports on a total of 70 students during the spring 2016 semester.	
Status (check one)	On target for May completion		X
	Not on target for May completion		

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Measure	Student Retention Rates	
Strategy	Improved communication and collaboration between faculty, staff, and students	
Activity 2	<p>Implementation of a New Student Orientation Program</p> <p>By April 15, 2016 NWF State College will have the following evidence for the implementation of this activity:</p> <ul style="list-style-type: none"> • Participation numbers for students attending the New Student Orientations held before the Spring 2016 Semester • A final document presenting the plan for the implementation of a first year experience program for First-Time-Full-Time students that includes a robust new student orientation 	
	<p>Evidence of progress (150 words or less)</p> <p>Supporting documentation may be attached.</p>	<p>Completion Coaches offered combined orientation and group advising sessions in November and March as part of an early registration incentive for First-Time-Full-Time students. NWF State College invited 485 students who were enrolled in Fall and Spring terms as full time students to participate, in addition to new students. [6] There were 40 students who participated and took advantage of this incentive. A student focus group was held on January 29, 2016 to inform future planning.</p> <p>Combining efforts of targeted communication, orientation, and group advising, NWF State College formalized a first year experience program for the 2016-2017 academic year. [7]</p> <p>Additionally, a new large scale orientation program is scheduled for June 17 and 18 and/or June 24 and 25, 2016. During this orientation program, there will be information for new students and parents. [8]</p>
Status (check one)	On target for May completion	X
	Not on target for May completion	

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Measure	Completion and Graduation		
Strategy	Provide students with the information needed to make informed academic choices that lead to successful, timely transfer or entry into the workforce.		
Activity 1	Implementation of a New Degree Audit Tool By April 15, 2016 NWF State College will have the following evidence for the implementation of this activity: <ul style="list-style-type: none"> Documenting of the successful implementation of the degree audit software, including number of students who can use the software to develop an academic plan 		
	Evidence of progress (150 words or less) Supporting documentation may be attached.	Degree Works software is a comprehensive academic advising, transfer articulation, and degree audit solution that aligns students, advisors, and institutions to a common goal: helping students graduate on time. Testing and implementation of Degree Works began in October 2015. Academic Advisors and Department Chairs began using the software to advise students on course selection. Full access to Degree Works by the entire student body was finalized in April 2016. An email informing students a degree audit tool is available to them was emailed to all current students on April 15, 2016. [9] [10]	
Status (check one)	On target for May completion		X
	Not on target for May completion		

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SUPPORTING DOCUMENTATION

- [1] Schedule of targeted messaging
- [2] Email to Faculty introducing the Early Academic Warning Notification System
- [3] Sample Early Academic Warning Notification from Faculty
- [4] Sample Early Academic Warning to student
- [5] Communication log of advisor – sample of students
- [6] Group advising email
- [7] First Year Experience Plan
- [8] New student orientation meeting minutes
- [9] Sample Degree Works
- [10] Email notification regarding Degree Works

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[1] Schedule of Targeted Messaging

Communication Timeline

Date	Term	Targeted	Message	Responsible Office
8/9/15	Fall 2015		Only a few days until classes start... are you ready? (include S10 College Success Tips)	Admissions Office
8/19/15	Fall 2015	Begin	Dean's Office
8/26/15	Fall 2015		Hope you had a great first day/week! Here's a list of fun Welcome Back activities	Student Life
9/2/15	Fall 2015		You've completed two weeks of classes... need any help? FREE tutoring, etc.	Advising
9/29/15	Fall 2015		Midterm exams begin 10 days... Study Hard! Here are a few study tips.	LRC
10/19/15	Fall 2015		Fall Festival Notification	Student life
11/9/15	Fall 2015		Midterms got you down? Perk up with a free Starbucks.	This show B&N Bookstore
11/18/15	Fall 2015		Are you ready for finals?? How can we help?	LRC
12/9/15	Fall 2015		Holiday Wishes from Or. Handy Rest, Relax and Recharge; See you next year!	President's Office
1/5/16	Spring 2016		Happy New Year! Classes start on January 11th. Are you ready?	Admissions Office
1/11/16	Spring 2016		Welcome to Spring 2016!	Dean's Office
1/18/16	Spring 2016		Hope you had a great first day/week of classes! Here is a list of fun Welcome Back activities!	Student life
2/1/16	Spring 2016		So, you've completed 3 weeks of classes... need some help? FREE tutoring, etc.	ASC
2/24/16	Spring 2016		Midterm is "just around the corner! Study hard! Here are a few study tips... (S10 study tips)	LRC
3/7/16	Summer/Fall 2016	X	Registration for Summer and Fall begins March 29- make and appointment to see an academic advisor today.	Dean's Office
3/14/16	Spring 2016		Spring Festival! March 16! Join the fun!	Student life
3/23/16	Spring 2016		Midterm grades not all you dreamed about? Make your final fantasy a reality. Take these steps.	ASC
3/23/16	Summer/Fall 2016	X	Registration begins this week! Are you ready? / Graduating? Have you applied?	Advising
4/25/16	Spring 2016		Summer fever? Ready for Finals? How can we help?	LRC
5/2/16	Spring 2016		Enjoy your summer message from Or. Jarrell Rest, Relax and Recharge (free sunscreen or lipbalm)	Student life
Targeted	All		Enjoy athletics and arts center events: get the full college experience.	
6/16 and 1	Fall 2016		New Student Orientation	Student Life

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**[2] Email to Faculty introducing
the Early Academic Warning Notification System**

Subject: FW: explanation of Maxient/Early Warning Form

From: Southard, Anne
Sent: Monday, February 15, 2016 3:15 PM
To: ALL_FTFACULTY; ALL_ADJUNCT_FACULTY
Cc: Sherwood, Dennis; Watts, Aimee; Goosby, Marlayna; Strunc, Iris; Snellgrove, Christopher; Southard, Anne; Jarrell, Sasha
Subject: explanation of Maxient/Early Warning Form

Dear Colleagues,

Maxient is the name of the Early Warning system the college is using to ensure that we contact students in jeopardy of failing. (We will be using it for other purposes, including reporting classroom concerns such as cheating; this email, though, focuses on how we can use it to help retain students.) Research demonstrates that if we reach out quickly to students who are performing poorly academically, we can often help them salvage their grades and move forward in their programs of study. If we don't reach out, students obviously may be slowed in their progress toward their degrees and may even drop out of college altogether. By using the Maxient Early Warning Form, faculty are requesting that advisors contact the at-risk student and discuss options for increased support, such as the ASC, Math Lab, faculty office hours, etc.

Please note that before using the Maxient/Early Warning Form (and thus triggering an advisor to reach out to the student), faculty members should contact the student. Faculty contact and concern are the most effective strategies we have to reach students. We are working on getting student phone numbers on the Banner rosters; currently these rosters do allow you to send email to students.

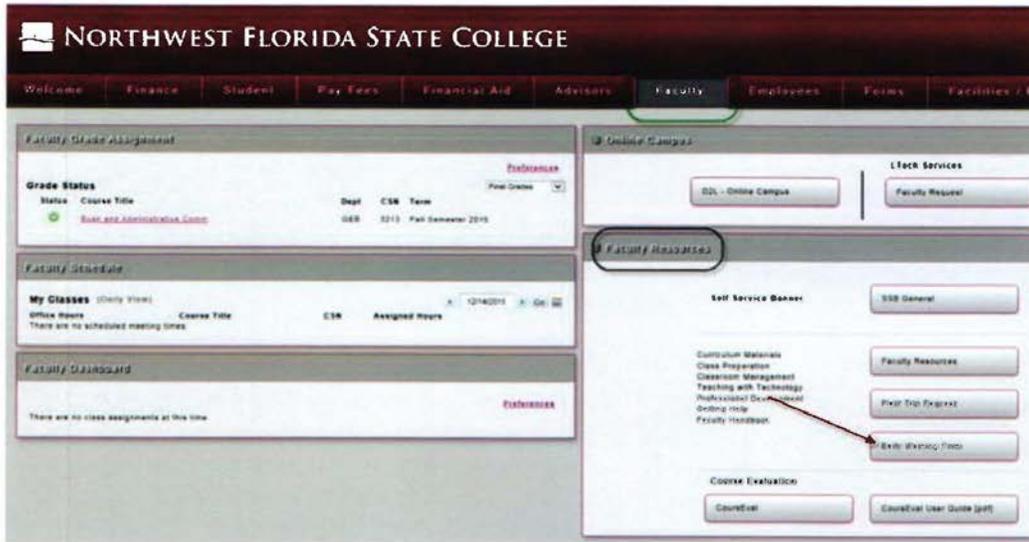
After you have contacted the student and received no response, please use Maxient Early Warning Form. To do so, log on to RaiderNet (top of college homepage) and go to the Faculty tab. You will see the "Early Warning Form" in the Faculty Resources box. See below:

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[2] Email to Faculty – page 2



If you have further questions, please work with your chair/director, or let me know.

Thanks,

Anne



Anne H. Southard, Ed.D.
Dean, General Education and Grants
Northwest Florida State College
100 College Blvd.
Niceville, Florida 32578

phone: 850.729.6040
fax: 850.729.5278
southarda@nwfsc.edu

Please note: Due to Florida's very broad public records laws, most written communications to or from College employees regarding College business are public records, available to the public and media upon request. Therefore, this e-mail may be subject to public disclosure.

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[3] Sample Early Academic Warning Notification from Faculty

Watts, Aimee

Subject: FW: [Maxient] Academic Concern - NWFSC - 2016/02/08

-----Original Message-----

From: Maxient System [mailto:incidentreports@maxient.com]
Sent: Tuesday, February 09, 2016 7:45 AM
To: Goosby, Marlayna <goosbym@NWFSC.EDU>
Subject: [Maxient] Academic Concern - NWFSC - 2016/02/08

An incident report has been submitted via Maxient and routed to you.
For your convenience, it is available to view as a PDF (attached) or as plain text below.
NOTE: Replies to this message will be sent to the report's author at piersond@nwfsc.edu.

INCIDENT INFORMATION

Academic Early Warning
Academic Concern - Urgent urgency
2016/02/08
NWFSC -

INVOLVED PERSONS

Corrie ~~XXXXXXXXXX~~

QUESTIONS

* Please identify your course by providing the course title, number, and CRN:
American Sign Language I - ~~XXXXXXXXXX~~

* What issue is the student experiencing that is causing the academic issue?
attendance

* Has the student sought assistance with you during your office hours?
no

* Have you contacted the student in an attempt to help his/her situation?
no

* At this time what grade does the student have in your class?
F

* Do you have any suggestions on how the student can improve their situation?
Come back to class. She can still salvage her grade.

ATTACHMENTS

No additional documents were attached.

Reported by Donna ~~XXXXXXXXXX~~
729-6416 ~~XXXXXXXXXX~~

Routed to Marlayna Goosby (Director Advising & Testing) No other staff copied No text msgs sent

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[4] Sample Early Academic Warning to Student

William3

Subject: FW: Please contact your Academic Advisor

From: Goosby, Marlayna
Sent: Tuesday, March 08, 2016 2:17 PM
To: CHILNUTR@NWFLSTATECOLLEGE.EDU
Cc: Williams, Patrice <william3@nwfsc.edu>
Subject: Please contact your Academic Advisor

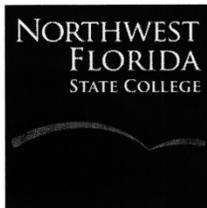
Hello **William3**,

Your Child Nutrition professor contacted me with concerns about your academics.

From the information I received, Professor Roser is concerned about your academic performance, specifically your class attendance and homework completion. Your current grade in this class is an F, but there may still be time to pass this course with the proper assistance and perseverance.

Please contact your Academic Advisor so we can work to get you back on track towards successful completion of your course.

I have copied your Academic Advisor for further assistance. We look forward to hearing from you and hope we can assist you in completing this course.



Marlayna Goosby
Director, Advising and Testing
Northwest Florida State College
850.729.4974
goosbym@nwfsc.edu

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[5] Communication log of Advisor – sample of students

BANNER	LAST_NAME	FIRST_NAME	TERM	PROG	CONC	EMAIL_ADDR	Initial Email Sent Date	Appointment Set Date	Advisor Hold Lifted Date	Exemption Entered Date	Checking In Email Date	Evaluation Confirmation	Mid-Term Email Date
[REDACTED]	[REDACTED]	[REDACTED]	201610	Associate of Arts	AA Psychology, Gen Emphasis	[REDACTED]	9/1/2015				9/1/2015		3/10/2016
[REDACTED]	[REDACTED]	[REDACTED]	201610	Network Systems Technology	Associate of Science	[REDACTED]	9/1/2015				9/1/2015		3/10/2016
[REDACTED]	[REDACTED]	[REDACTED]	201610	AA-GENERAL	GRPH	[REDACTED]	7/29/2015	8/3/2015	8/3/2015	8/3/2015	9/1/2015		3/10/2016
[REDACTED]	[REDACTED]	[REDACTED]	201610	AS-DEGREE	HTMG	[REDACTED]	6/15/2015	7/13/2015	7/13/2015		9/1/2015		3/10/2016
[REDACTED]	[REDACTED]	[REDACTED]	201610	AA-GENERAL	REAL	[REDACTED]	7/29/2015	8/10/2015	8/10/2015	not exempt	9/1/2015		3/10/2016
[REDACTED]	[REDACTED]	[REDACTED]	201610	Associate of Arts	AA Real Estate Emphasis	[REDACTED]	9/1/2015				9/1/2015		3/10/2016
[REDACTED]	[REDACTED]	[REDACTED]	201610	Associate of Arts	AA Art Emphasis	[REDACTED]	9/1/2015	8/7/2015	8/7/2015	8/7/2015	9/1/2015		3/10/2016
[REDACTED]	[REDACTED]	[REDACTED]	201610	AS-DEGREE	ECED	[REDACTED]	7/13/2015				9/1/2015		3/10/2016
[REDACTED]	[REDACTED]	[REDACTED]	201610	Emergency Medical Serv	Associate of Science	[REDACTED]	9/1/2015	8/24/2015	8/24/2015	#####	9/1/2015		3/10/2016
[REDACTED]	[REDACTED]	[REDACTED]	201610	Associate of Arts	AA Business Admn/Mgmt Emphasi	[REDACTED]	9/1/2015				9/1/2015		3/10/2016
[REDACTED]	[REDACTED]	[REDACTED]	201610	Law Enforcement Offcr (Basic)		[REDACTED]	9/1/2015				9/1/2015		3/10/2016
[REDACTED]	[REDACTED]	[REDACTED]	201610	TRANSIENT		[REDACTED]	7/6/2015	7/23/2015	7/23/2015		9/1/2015		3/10/2016
[REDACTED]	[REDACTED]	[REDACTED]	201530	AA-GENERAL	AAG1	[REDACTED]	7/29/2015				9/1/2015		3/10/2016

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[6] Group Advising Email

Hi Raider!

We've noticed you are diligently working towards completing your courses and pursuing graduation in a timely manner. To further assist in your efforts, we are offering mid-semester advising sessions to answer any questions you may have going into the summer and/or fall semesters. Both summer and fall registration begin on March 28th.

This mid-semester session will provide many benefits to include:

- PRE-REGISTRATION FOR YOUR SUMMER and/or FALL SEMESTER CLASSES
- No need to schedule an appointment with your Academic Advisor. Advisors will be on hand for questions.
- Updated Degree Works Worksheet displaying course progress towards graduation
- Course taking suggestions for the upcoming semester
- No long waits to speak with Financial Aid and VA staff members in preparation of the upcoming semester.
- Several options to attend sessions throughout the various campuses and locations of NWFS:

Fort Walton Beach Campus

Wednesday March 9th

12:30pm – 2pm

4:30pm – 6:00pm

Room 126

Crestview Campus

Monday March 7th

10:00am

Room 142

Niceville Campus

Monday March 7th at 2:00pm

Tuesday March 8th at 10:00am and 2:00pm

Wednesday March 9th at 9:00am

Thursday March 10th at 10:00am, 1:00pm and 6:00pm

SSC Room 308

DeFuniak Site

Tuesday March 8th

6:30pm

Room

Please respond to this email, specifying a location, date, and time to register for your mid-semester advising session per the provided schedule above. Only those pre-registering will receive prepared registration documents.

Sincerely,

Marlayna Goosby

Director, Advising and Testing

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[7] First Year Experience Plan

FIRST YEAR EXPERIENCE
PLAN



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[7] First Year Experience Plan – page 2

Vision Statement

Northwest Florida State College students will experience a successful first year of college, preparing them for a positive college career and timely completion; the College will provide experiences and resources that facilitate students’ academic success and social engagement, and all College employees will take responsibility for students’ success. To render this vision a reality, NWF State College will

- Introduce students to programs, resources, and services designed to promote their success; combine student use of these resources with technologies that foster success,
- Design opportunities to foster student relationships with faculty and staff and among students, and
- Create a smooth transition from high school to college.

Vision	Goal(s)	Strategies	Outcome
Introduce student to programs, resources, and services designed to promote their success; combine student use of these resources with technologies that foster success	Facilitate students’ academic success	Orientation scavenger hunt to library, Career Center, tutoring centers, advising, athletic arena, arts center, disability services, etc. Faculty and advisor use of the early alert advising software “Field trips” in College Success classes to library, tutoring centers, advising, arts performances, etc. Mandatory referrals to tutoring centers	Improved retention and completion rates Increased student use of resources designed for their success and of faculty office hours
Design opportunities to foster student relationships with faculty and staff and among students	Increase student-to-student interaction Increase faculty-to-student interaction	Learning communities formed in College Success and/or gateway classes	Increased sense of student engagement reported in graduation and Noel Levitz surveys

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[7] First Year Experience Plan – page 3

Vision	Goal(s)	Strategies	Outcome
	Increase student involvement and time on campus	<p>“Field trips” in gateway classes to professor offices</p> <p>Increased promotion of Student Life activities</p> <p>Professional development on building connections with students</p>	Increased student attendance at NWF State College events
Create a smooth transition from high school to college	Improve high school graduates’ comfort with the college onboarding experience and initial semester of enrollment	<p>Academic Affairs collaboration with local school districts to promote strategic course taking among dual enrollment students and increase their comfort with the college experience</p> <p>Registration and advising sessions on high school campuses</p> <p>Orientation sessions devoted exclusively to high school graduates and their parents</p>	<p>Increased student satisfaction with advising as reported on the Noel Levitz and graduation surveys</p> <p>Increase in high school penetration rate</p>

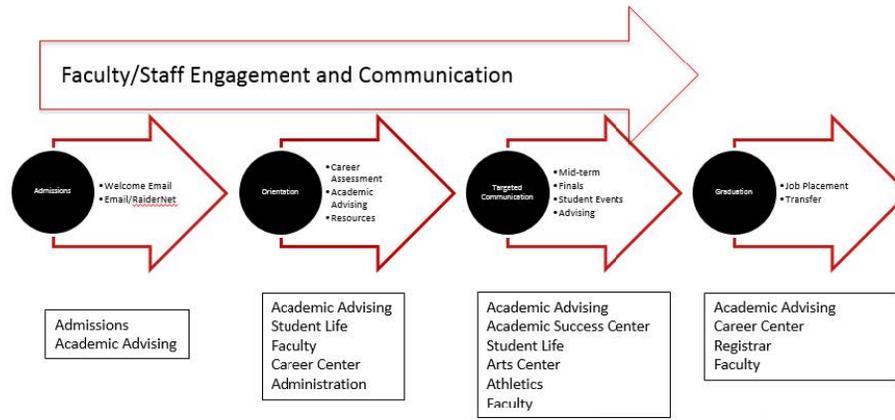
The College recognizes that implementing the plan outlined above requires participation from all faculty and staff. To that end, a motivational speaker is planned for Fall 2016 kickoff. (Doc Hendley would have left college had a college employee not reached out to him and convinced him to stay. Now, Doc Hendley is best known for founding the non-profit Wine to Water, which provides drinking water to third-world countries.) To maintain faculty and staff buy-in, professional development opportunities will be provided throughout the academic year that focus on building connections with students.

A student’s successful path through his or her first year is outlined in the graphic below, which notes the participation of various constituencies from the College.

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[7] First Year Experience Plan – page 4

Pathway to Success



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[7] First Year Experience Plan – page 5

Timeline

A carefully scheduled series of events, targeted communications to students, and well-publicized advising and academic tutoring opportunities will maintain the momentum of the College's initiative to provide a successful first year for entering students. The First-Year Experience calendar below begins before the academic year, even in high school students' twelfth grade year, as prospective NWF Raiders prepare to enter college.

Many of the events below are self-explanatory, but a few benefit from further explanation:

In the **Early Alert software**, technology is paired with the human touch, as faculty report students at the first signs they are in academic difficulty, even if the cause may be non-academic (such as illness or changes in work schedules). Because the software requires faculty to specify the nature of the student's challenge (failing tests, absences, etc.), advisors can offer students solutions for their particular difficulties. All students so referred are contacted by an advisor, but first-year students are assigned a Completion Coaches who ensure that new students are fully aware of all resources the College offers and who provide the all-important relationship that can keep a student persisting throughout challenges.

The **Career Center** partners with the College's Costa Leadership Institute to offer workshops every semester on resume writing, interviewing skills, etc. Such employability workshops are designed to increase a student's chance of securing a rewarding, well-paid job upon graduation.

The College is devoting particular attention to development of its **Orientation** for new students. Some of these sessions will be devoted specifically to incoming high school graduates. However, all will share the goals of establishing a connection between new students and college personnel, as well as the students' connection with the excitement of college life and their identity as a Raider. To that end, current students in the Raider Ambassador program will conduct tours of the campus to highlight NWF State College's championship Raider athletics, its state of the art Mattie Kelly Arts Center, Student Life, as well as the Greene Science building, constructed to university standards and housing the Mattie Kelly Environmental Institute. Students and parents will share lunch with faculty and staff, increasing their connection with the College and their excitement about the upcoming year. They will gain information from practical sessions on the College's online platform, RaiderNet; financial aid assistance; degree programs and career pathways; FERPA; and resources that can help students be successful in their time as Raiders. The program will wrap up with door prizes and a pep rally conducted by the Raider Cheerleaders and Dance Facets. The College is developing a robust online orientation for those unable to attend the in-person sessions.

The First-Year Experience schedule, or timeline follows:

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[7] First Year Experience Plan – page 6

Month	Date-specific Event	Ongoing Events
April and May of prior year	Registration and advising sessions on local high school campuses	
June of prior year		Orientation sessions, face-to-face and online
July of prior year		
August beginning academic year	Scavenger hunts Welcome email Field trips to professors' offices and to student success and engagement resources	Orientation sessions devoted to high school graduates and their parents Advising
September	Student Life Seminar Plan for block scheduling	Promotion of Student Life and athletic events
October	Student Life Fall Festival	Mandatory referrals to tutoring centers
November	Advising	
December	Career Center Seminar Advising Orientation for Spring semester	Learning communities formed in College Success or gateway classes Career Center Referrals
January	Advising Welcome email Field trips to professors' offices and to student success and engagement resources	Field trips to arts performances Use of early alert software Ongoing emails from advisors to "check in" with students and remind them of resources.
February		
March	Student Life Spring Festival Advising	
April	Student Life Seminar Advising	
May	Career Center Seminar Advising	

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[8] New Student Orientation Meeting Minutes – page 1

Orientation Committee Meeting Minutes

April 4, 2016

Chair: Sam Hill, Interim SL Director
Present: Aimee Watts, Dean of Students
Olivia Monet, Associate Dean of Students
Karyn Cooper, Director of Admissions
Bree Durham, Registrar
Marlayna Goosby, Director of Advising and Testing

Goals:

- 1.) To Register student in upcoming semester
 - Registration
- 2.) To educate students and parents about how to be successful in college.
 - Raidernet
 - Email
 - Financial Aid PowerPoint/ VA/TA
 - Career Resource-Pam
 - Academic Success Center- Tutoring- LCR
 - Library Counseling- transitioning to College Life
 - FERPA
- 3.) To create a welcoming college environment
 - Pep Rally- Get Hyped!
 - Show Choir
 - Arts (Joey Taylor)
 - Meta Majors/ Dept. Chairs
 - Student Life ID/Tag
 - Campus Security/ Police

Group Advising/ Orientation

- 1.) Group Advising
 - 1st time students
 - every 2 hours
 - power point presentation
 - History and Highlighting of College
 - Difference between degrees

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[8] New Student Orientation Meeting Minutes – page 2

-Dev Ed

-One Stop Shop

2.) Group Advising tied to

- Improvements Plan started w/ Advising stamped

-Email invite/ physical mailer?

-offered at

- FWB
- Defuniak
- Niceville
- Hurlburt
- Crestview

- Power Point Presentation

- One on One advising

- 4 hours or Less Multiple sessions in summer
- June 17th (Friday), 18th (Saturday), 24th (Friday), 25th (Saturday)
- All Advisors participate
- Check w/Ramsey about Cheerleaders
- Documents are already created for How to Register, email, but need new video for all since Raidernet, Raidernet SSB Change
- Applied for Admissions for Fall
- Get Maddie/Karyn to set up Event Campaign
- Separate Parent session- FERPA, Fees/tuition, withdrawal, Drop/Add, Excess fees, ASC, LRC, Counseling, who to contact for what.

Next Meeting: April 28, 2016 @ 10:00am

** Come prepared to create flier and timeline

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[9] Sample Degree Works – Example 1 Degree Audit

NORTHWEST FLORIDA STATE COLLEGE

Student View A0001eD4 as of 28APR16 at 08:48	
Student ID	[REDACTED]
Classification	Junior
Advisor	
Campus	Niceville Campus
GPA	3.69
Level	Undergraduate
Degree	Associate of Arts
Major	Associate of Arts
Concentration	AA Chemical Engineering Trnf M
Academic Standing	
Holds	

Advisor Signature: _____

Student Signature: _____

Degree in Associate of Arts Catalog Year: 2014-2015 Credits Required: 60 Credits Earned: 67.04

<input checked="" type="checkbox"/>	Minimum Credits at NWF College	Reason:
<input checked="" type="checkbox"/>	You meet the minimum 2.0 GPA requirement.	
<input checked="" type="checkbox"/>	You meet the minimum institutional 2.0 GPA requirement	
<input checked="" type="checkbox"/>	Associate of Arts General Education Requirements	
<input checked="" type="checkbox"/>	Major Requirements	
<input checked="" type="checkbox"/>	Foreign Language Requirements	
Exception By: Goosby, Mariayna J on 24NOV15		Force Complete : Force complete this requirement MG
<input checked="" type="checkbox"/>	Speaking Across the Curriculum Requirement	

Associate of Arts General Education Catalog Year: 2014-2015 Credits Required: 36 Credits Earned: 39.34

<input checked="" type="checkbox"/>	COMMUNICATIONS REQUIREMENTS					
<input checked="" type="checkbox"/>	English Composition I	ENC 1101	ENGLISH COMP. I	B	3	Summer 2015
<input checked="" type="checkbox"/>	English Composition II	ENC 1102	English Composition II	C	3	Fall 2015
<input checked="" type="checkbox"/>	MATHEMATICS REQUIREMENT					
<input checked="" type="checkbox"/>	Mathematics Requirement	MAC 2312	CALCULUS II	A	4	Spring 2015
		GE MATH	STATISTICS II	A	2.67	Fall 2012
		Satisfied by				MTH244 - STATISTICS II - Portland Community College
<input checked="" type="checkbox"/>	HUMANITIES REQUIREMENT					
	Remark: If you take two Group B Humanities courses you have not met the Speaking-Across-the-Curriculum (SATC) requirement and therefore must meet SATC with an additional speaking requirement. See an advisor for guidance.					
<input checked="" type="checkbox"/>	Group A Humanities Course	HUM 2250	HUM.CONTEMP PERSP	A	3	Summer 2015
		PHI 2600	ETHICS	P	2.67	Spring 2013
		Satisfied by				PHL202 - ETHICS - Portland Community College
<input checked="" type="checkbox"/>	NATURAL SCIENCES REQUIREMENT					
<input checked="" type="checkbox"/>	Biological Sciences Requirement	BSC 1005	GENERAL BIOLOGY	A	4	Summer 2015

2015 Florida College System Performance Funding Improvement Plan March Update



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[9] Sample Degree Works –Example 1, page 2

NORTHWEST FLORIDA STATE COLLEGE

<input checked="" type="checkbox"/> Physical Sciences Requirement <input checked="" type="checkbox"/> Additional Science Course Exception By: Cole, Emily S on 21JAN16 <input checked="" type="checkbox"/> SOCIAL SCIENCE REQUIREMENT <input checked="" type="checkbox"/> Area I Social Science Courses <input checked="" type="checkbox"/> Additional General Education Course Exception By: Cole, Emily S on 21JAN16 <input checked="" type="checkbox"/> Additional Credit to be used with exceptions	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">CHM 1045C</td> <td style="width: 45%;">GEN CHEM I</td> <td style="width: 10%;">A</td> <td style="width: 10%;">3.33</td> <td style="width: 20%;">Fall 2013</td> </tr> <tr> <td colspan="5">Satisfied by CH221 - GEN CHEM I - Portland Community College</td> </tr> <tr> <td>PHY 2048C</td> <td>COL. PHYSICS I</td> <td>A</td> <td>4</td> <td>Spring 2015</td> </tr> <tr> <td>CHM 1046C</td> <td>College Chemistry II</td> <td>B</td> <td>4</td> <td>Fall 2015</td> </tr> <tr> <td colspan="5">Apply Here : Apply CHM 1046C here.</td> </tr> <tr> <td>POS 1041</td> <td>US GOVT/FOUND & PRIN</td> <td>P</td> <td>2.67</td> <td>Spring 2013</td> </tr> <tr> <td colspan="5">Satisfied by PS101 - US GOVT/FOUND & PRIN - Portland Community College</td> </tr> <tr> <td>SYG 2010</td> <td>SOC PROBS</td> <td>A</td> <td>3</td> <td>Summer 2015</td> </tr> <tr> <td colspan="5">Remove Course / Change the Limit : Met with 12 hours of GE Science.</td> </tr> </table>	CHM 1045C	GEN CHEM I	A	3.33	Fall 2013	Satisfied by CH221 - GEN CHEM I - Portland Community College					PHY 2048C	COL. PHYSICS I	A	4	Spring 2015	CHM 1046C	College Chemistry II	B	4	Fall 2015	Apply Here : Apply CHM 1046C here.					POS 1041	US GOVT/FOUND & PRIN	P	2.67	Spring 2013	Satisfied by PS101 - US GOVT/FOUND & PRIN - Portland Community College					SYG 2010	SOC PROBS	A	3	Summer 2015	Remove Course / Change the Limit : Met with 12 hours of GE Science.				
CHM 1045C	GEN CHEM I	A	3.33	Fall 2013																																										
Satisfied by CH221 - GEN CHEM I - Portland Community College																																														
PHY 2048C	COL. PHYSICS I	A	4	Spring 2015																																										
CHM 1046C	College Chemistry II	B	4	Fall 2015																																										
Apply Here : Apply CHM 1046C here.																																														
POS 1041	US GOVT/FOUND & PRIN	P	2.67	Spring 2013																																										
Satisfied by PS101 - US GOVT/FOUND & PRIN - Portland Community College																																														
SYG 2010	SOC PROBS	A	3	Summer 2015																																										
Remove Course / Change the Limit : Met with 12 hours of GE Science.																																														

Major in Associate of Arts General
Catalog Year: 2014-2015 Credits Required: 24
Credits Earned: 24.02

ACG 2001	PRINC ACCOUNT I	A	2	Summer 2012
Satisfied by BA211 - PRINC ACCOUNT I - Portland Community College				
ACG 2011	PRINC ACCOUNT II	A	2	Fall 2012
Satisfied by BA212 - PRINC ACCOUNT II - Portland Community College				
ACG 2071	MANAGERIAL ACCOUNT	A	2.67	Spring 2013
Satisfied by BA213 - MANAGERIAL ACCOUNT - Portland Community College				
TAX 2000	INCOME TAX	A	2	Summer 2013
Satisfied by BA256 - INCOME TAX - Portland Community College				
GEB 1011	INTRO BUSINESS	A	2.67	Summer 2012
Satisfied by BA101 - INTRO BUSINESS - Portland Community College				
COP 2010	INTRO VIS BASIC	A	2.67	Spring 2012
Satisfied by CIS133B - INTRO VIS BASIC - Portland Community College				
LIN 1670	INTRO EXPOS WRITING	A	2.67	Spring 2012
Satisfied by WR115 - INTRO EXPOS WRITING - Portland Community College				
MVS 1016	CLASS GUITARY I	A	1.33	Fall 2011
Satisfied by MUS191 - CLASS GUITARY I - Portland Community College				
REA 2105	COLLEGE READING	A	2.67	Spring 2012
Satisfied by RD115 - COLLEGE READING - Portland Community College				
NGE ALL	SOLV COM PROB W/TECH	A	2.67	Summer 2012
Satisfied by BA205 - SOLV COM PROB W/TECH - Portland Community College				
NGE ALL	YOGA I	A	0.67	Fall 2012
Satisfied by PE182K - YOGA I - Portland Community College				

Foreign Language Requirement
Catalog Year: 2014-2015 Credits Required: 6
Credits Earned: 0

Unmet conditions for this set of requirements: 6 credits are required. You currently have 0, you still need 6 more credits.

FOREIGN LANGUAGE COURSES
 Exception By: **Goosby, Marlayna J** on **24NOV15** Force Complete : **Force complete this requirement MG**

SATC Speaking Across the Curriculum
Catalog Year: 2014-2015 Class Required: 1
Classes Applied: 1

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[9] Sample Degree Works, Example 1, page 3

NORTHWEST FLORIDA STATE COLLEGE

Speaking Across the Curriculum Requirement SPC 1608 PUBLIC SPEAKING B 2.67 Fall 2012
Satisfied by SP111 - PUBLIC SPEAKING - Portland Community College

Courses Not Applied Towards Program

ENC 2210	TECH/PROF WR I	B	2.67	Summer 2013
Satisfied by: WR227 - TECH/PROF WR I - Portland Community College				
GE COMM	ENGLISH COMPOSITION	B	2	Summer 2012
Satisfied by: WR121 - ENGLISH COMPOSITION - Portland Community College				
HSC 1100	PERSONAL HEALTH	B	2	Summer 2013
Satisfied by: HE250 - PERSONAL HEALTH - Portland Community College				
MAC 2311	CALCULUS I	A	2.67	Fall 2013
Satisfied by: MTH251 - CALCULUS I - Portland Community College				
MAC 2313	CALCULUS III	A	4	Summer 2015
MAP 2302	Differential Equations	A	3	Fall 2015
PGY 1801C	DIGITAL PHOTO I	B	2	Summer 2013
Satisfied by: ART140 - DIGITAL PHOTO I - Portland Community College				
SYG 2000	SOC IN EVERYDAY LIFE	P	2.67	Fall 2013
Satisfied by: SOC204 - SOC IN EVERYDAY LIFE - Portland Community College				

Insufficient

ENG 1001	RESEARCH PAPERS	W	0	Summer 2015
PREP PREP	LEVEL8 ACADEM READ	A.	0	Fall 2011
Satisfied by: ESOL260 - LEVEL8 ACADEM READ - Portland Community College				
PREP PREP	LEVEL7 ACADEM COMM	B.	0	Fall 2011
Satisfied by: ESOL254 - LEVEL7 ACADEM COMM - Portland Community College				
PREP PREP	LEVEL8 ACADEM WRIT	A.	0	Fall 2011
Satisfied by: ESOL262 - LEVEL8 ACADEM WRIT - Portland Community College				

Exceptions

Type	Description	Date	Who	Block	Enforced
Force Complete	Force complete this requirement MG	24NOV15	Goosby, Marlayna J	RA000547	Yes
Force Complete	Force complete this requirement MG	24NOV15	Goosby, Marlayna J	RA000034	Yes
Remove Course / Change the Limit	Met with 12 hours of GE Science.	21JAN16	Cole, Emily S	RA000021	Yes
Apply Here	Apply CHM 1046C here.	21JAN16	Cole, Emily S	RA000021	Yes

Legend

- Complete
- Not Complete
- Complete except for classes in-progress
- Nearly complete - see advisor
- (T) Transfer Class
- @ Any course number
- * Course requires pre-requisite

Disclaimer

Your degree audit is a guide for degree completion. All audits are considered unofficial until reviewed and approved by the academic advisor. Additionally, students are ultimately responsible for completing all applicable degree requirements.

Spring 2016

[9] Sample Degree Works – Example 2 “What If” Analysis

Ellucian Degree Works

Page 1 of 4

Northwest Florida State College Degree Works

Student View W00000LP as of 03-May-2016 at 12:22

What If Audit

Student	██████████	Level	Undergraduate
ID	██████████	Degree	Bachelor of Science Education
Classification	Junior	Major	Elementary Education
Advisor		Concentration	
Campus	Niceville Campus	Academic Standing	
GPA	3.69	Holds	

Advisor Signature: _____

Student Signature: _____

Degree in Bachelor of Science in Education Academic Year: 2015-2016 Credits Required: 120
Credits Applied: 87.04

Unmet conditions for this set of requirements:

Total Credits Required: You currently have 87.04, you still need a minimum of 33.00 more credits and successful completion of all graduation requirements

- Minimum Credits at NWF College
- Minimum Credits in upper division courses. Still Needed: You have taken 0 but still need 40 credits in upper division.
- You meet the minimum 2.0 GPA requirement.
- You meet the minimum institutional 2.0 GPA requirement
- Florida Teacher Certification Exam Still Needed: See FTCE for BSE Elem Ed after 4/30/14 section
- General Education Requirements Still Needed: See Bachelor's General Education Requirements section
- Major Requirements Still Needed: See Major in Elementary Education (BSE) section
- Diversity Requirement
- BSE Middle Grades Mathematics State Mandated Prerequisites Still Needed: See BSE Elementary Ed State Mandated Prereqs section
- 24 Credits of Lower Division Electives

FTCE for BSE Elem Ed after 4/30/14 Academic Year: 2015-2016

- Florida Teacher Certification Exam Requirement
- You must take the FTCE General Knowledge Essay exam
- You must take the FTCE General Knowledge Eng Lang Skills exam
- You must take the FTCE General Knowledge Reading exam
- You must take the FTCE General Knowledge Mathematics exam
- You must take the FTCE Professional Education exam
- You must take the FTCE Subject Area ELEM ED K6 Lang Arts/Rdg exam
- You must take the FTCE Subject Area ELEM ED K6 Soc Sci exam
- You must take the FTCE Subject Area ELEM ED K6 Science exam
- You must take the FTCE Subject Area ELEM ED K6 Mathematics exam

Bachelor's General Education Requirements Academic Year: 2015-2016 Credits Required: 36
Credits Applied: 34.68

<https://ps-dwjweb.nwfsc.edu/IRISLink.cgi>

5/3/2016

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[10] Email Notification regarding Degree Works



Hey Raiders...No More Waiting!

Your Degree Evaluation is now available on your RaiderNet account!

You probably already know Northwest Florida State College has made some upgrades to our student systems. We appreciate your patience as we are working hard to ensure we provide you the best service!

*As part of our improvements for you, we are excited to announce you can now access your **Degree Works worksheet** through your student account. Your Degree Works worksheet is a new degree audit tool which allows you to see your progress toward your degree. You can see which courses you have completed and those you still need to complete. To access the worksheet, follow these steps:*

- 1. Log in to your [RaiderNet](#) account using your userid and password.*
- 2. Once you have logged in, click Student, then Student Records, and finally Degree Audit.*
- 3. When you have accessed your worksheet, please verify the following:*
 - a. Degree/Major/Concentration*
 - b. Courses you've completed with correct grades*
 - c. Courses remaining*
- 4. Should you see incorrect information, contact your nearest campus/location and request an appointment with an advisor.*
- 5. Degree Works worksheets are not official until the advisor and the student have provided signatures on the document.
Students qualifying for Financial Aid, VA, or TA must make note of this requirement.*



Marlayna Goosby
Director, Advising and Testing
Northwest Florida State College
850.729.4974
goosbym@nwfsc.edu