



Ellucian Degree Works™ Scribe Service

Provide value to your students without delay



“We cannot begin to convey how ecstatic we are that you were able to scribe so much. You’ve really helped relieve some pressure here.”

BETH PALAZZO
Associate Registrar
for Technology,
Connecticut College

For a solution like Ellucian Degree Works™ to deliver so much practical functionality to users, it requires upfront configuration. This includes the transcription of institution-specific course catalogs so that students and advisors can determine the best pathway to a degree.

Using Ellucian Degree Works Scribe Service, institutions forego the difficulty of learning how to structure rules and other steps as part of the “scribing” process. Instead, they gain the benefit of Ellucian’s methodology and expertise from transcribing hundreds of course catalogs. And, the baseline knowledge becomes a reference and training tool for institutions as new staff join and catalogs require revisions.

Transform academic planning

Not all students know what they want to be when they grow up. For many, it’s a journey of discovery with changed majors, excess credits, and debt levels that average tens of thousands of dollars.

To minimize this impact and offer proper guidance, institutions have embraced Ellucian Degree Works as an academic planning solution. Critical to its powerful capability is the transcription of course catalogs, which puts the content in the necessary format for successful degree audits, simple catalog updates, and course planning.

Set up the right structure for degree audits

Students are more likely to reach their graduation date on time when information is updated and accessible regarding required, prerequisite, and elective courses that relate to a major, minor, and/or concentration. Ellucian Degree Works Scribe Service enables this by working in close collaboration with registrars, department chairs, deans, and advisors to organize all course catalog content in a rules- and standards-based structure.

As the scribing process uncovers discrepancies, and the catalog content changes throughout the semester, the foundational structure remains in place. Staff easily make updates, degree pathways are automatically revised, and advisors can continue to offer up-to-the-minute input on how students are progressing toward their degree. Students also can take advantage of the self-service capabilities in Ellucian Degree Works and understand where they are in their journey before discussing their status or options with an advisor.

Empower staff with real-world training

Even with the invigorated approach of Ellucian Degree Works Scribe Service, institutional users still need a level of proficiency in working with the newly structured course catalog. Ellucian's training program ensures that users are proficient when it comes to making catalog updates, rule adjustments, and other changes that have an impact on course planning.

By using their institution-specific curriculum and data in the training, staff find it particularly helpful because it is immediately applicable to them instead of using generic test data. This helps them more quickly grasp the concepts, structure, and scope of a catalog transcription. Helpful tools and documentation created by Ellucian Scribe Service makes ongoing catalog management much less onerous than if institutional staff were to undertake the process on their own and lowers the overall cost of delivering administrative services through efficiencies gained and improved business processes.

Expect long-term value from service deliverables

Colleges and universities that opt for Ellucian Degree Works Scribe Service can expect several days of hands-on training and consulting so that all transcription needs are met. The process begins with a scribe readiness conference call followed by a decision-planning workshop where academic requirements and scribe-specific needs are reviewed and institution-specific standards are established.

To ensure that repeatable outcomes are achieved, Ellucian workshop leaders incorporate discussion of Sure Code settings, recommended best practices, and other scribe industry standards. Upon completion of the initial catalog scribing, training continues as users are introduced to the Scribe tool and its full range of functionality. Training incorporates using scribe Reserved Words with institution-specific examples, using Ellucian Degree Works system documentation, and models for testing and modifying baseline scribe. Institutional staff complete training with skills that are not only ready to handle most scribing needs, they also have the troubleshooting skills to identify and resolve any anomalies uncovered during testing.



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ABOUT ELLUCIAN

Ellucian helps education institutions thrive in an open and dynamic world. We deliver a broad portfolio of technology solutions, developed in collaboration with a global education community, and provide strategic guidance to help education institutions of all kinds navigate change, achieve greater transparency, and drive efficiencies. More than 2,400 institutions in 40 countries around the world look to Ellucian for the ideas and insights that will move education forward, helping people everywhere discover their potential through learning.

To learn more, please visit www.ellucian.com.