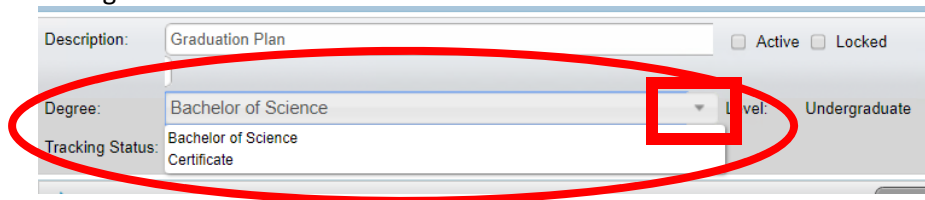


## Creating Plans in Degree Works

Creating and utilizing plans in Degree Works encourages students to plan ahead for future terms in order to stay on track for graduation. As part of applying to graduate, you **MUST** have a “Graduation Plan” in your DegreeWorks to be used to evaluate your final term(s) of courses.

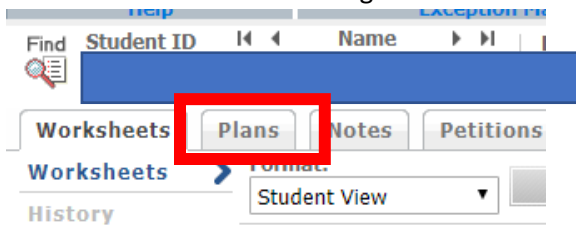
The Degree Coordinator will review the **Graduation Course Plan** and **Plan Notes**, as well as any advisor notes as seen in the “Notes” section at the bottom of a student’s DegreeWorks audit, to determine if a degree is on track to graduate or not.

- a. **Please ensure that you have a Graduation Plan in DegreeWorks before you apply to graduate!**
  - i. The Degree Coordinator will not be able to evaluate degree applications with incomplete or missing Plans. Application processing will be delayed and the student will be notified via email.
- b. **Multiple Curriculum Students:** If you are pursuing two degrees (BA and BFA, BS/BA) or a BS and CERTIFICATE, please create a plan for your BS/BA degree and certificate.
  - i. Use the drop-down box to create a plan for BS & then create a separate plan for the certificate using instructions below.

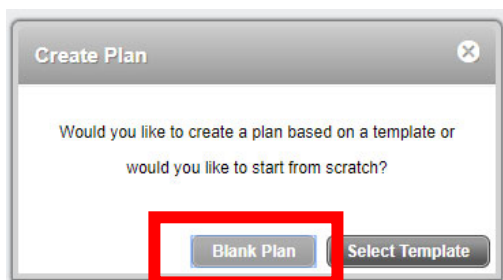


### Getting Started:

1. Click the **PLANS** tab within Degree Works.



2. If a student does not have a plan, the following pop-up will display. Select **BLANK PLAN**
  - a. Note: The “Template” option is not set up and should not be used.



3. If one or more plans exists, the page will default to the Active Plan, please click **NEW PLAN**
  - a. In the pop-up select **BLANK PLAN** to create your new plan

Worksheets Plans Notes Petitions Exceptions GPA Calc Admin

Student Planner for [Name] View: Calendar View Plan List **New Plan**

**Future classes plan** Active: Yes  
Degree: Bachelor of Science Status: Not locked  
Level: Undergraduate

2018-2019

Fall 2018, Total Credits: 4.0

|          |     |
|----------|-----|
| EMDA 352 | 4.0 |
|----------|-----|

4. Enter a Description such as **“Graduation Plan – BS Degree”** (when entering a plan as part of your degree application).
  - a. Check the **Active** box, to make it the active, default plan when the Plans tab is selected.
    - i. NOTE: Any other active plans will become inactive, without notice.
  - b. **Do NOT** click the Locked box.
    - i. Locking a plan will not allow for future changes by advisors or the student.
  - c. **NOTES:**
    - i. You must be in the **EDIT** view in order to modify a plan
    - ii. If you have a second degree (e.g. BS & BA) or a certificate along with your bachelors, please create a separate plan once you complete these steps for the first plan and enter a **NEW PLAN** for the second degree or the certificate. Differentiate the description for your second plan.
      1. Example **“Graduation Plan - BA degree”** or **“Graduation Plan – CERT”**

Worksheets Plans Notes Petitions Exceptions GPA Calc Admin

Student Planner for [Name] View: Edit View Plan List New Plan

Description: Graduation Plan - BS degree

Degree: Bachelor of Science

Tracking Status: Not displayed, plan is not active

Active Locked

Level: Undergraduate

Disclaimer: You are encouraged to use this degree plan as a guide for tracking your progress toward completion of the above requirements. Your academic advisor or the Registrars Office may be contacted for assistance in interpreting this report. This plan is not your academic transcript and it is not official

5. Select the **“+”** symbol to see a list of available terms and add a term to the plan.
  - a. Select an upcoming term - Fall 2020, for example.
  - b. Alternatively, you can click on the **“-”** icon to remove a term
  - c. NOTE: You can add multiple terms at this point.

Description: Graduation Plan - BS degree

Degree: Bachelor of Science

Tracking Status: Not displayed, plan is not active

Active Locked

Level: Undergraduate

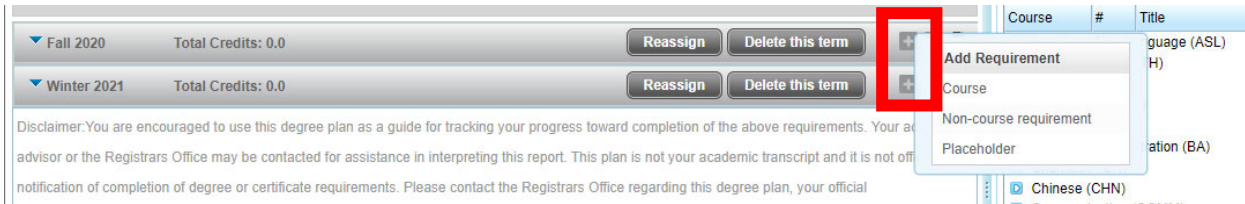
Disclaimer: You are encouraged to use this degree plan as a guide for tracking your progress toward completion of the above requirements. Your academic advisor or the Registrars Office may be contacted for assistance in interpreting this report. This plan is not your academic transcript and it is not official

Add Term

- Summer 2020
- Fall 2020
- Winter 2021
- Spring 2021
- Summer 2021

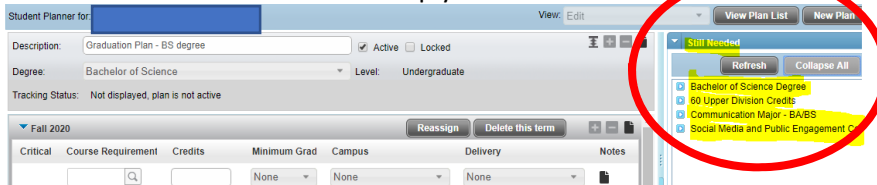
6. Once you have terms set up, click into each term to add courses to meet missing requirements
  - a. Use the **“+”** icon to add course requirements into each term
  - b. You can use the **“-”** icon to remove courses if added in error
    - i. Just select the item to be removed, it will be highlighted in blue and click **“-”** to remove.
  - c. There are three course requirement options.
    - i. The **Course** option is the most used
    - ii. Use **Placeholder** for:

1. Transfer courses (if currently taking a class at CC or have outstanding transcripts to submit to SOU) or for irregular registrations
2. If you have incomplete grades (I or E grades)
- iii. Use **Non-Course requirement** for special projects, assignments
- iv. Reference steps 7 - 10 for more information
- v. **REMEMBER** to **SAVE** your plan frequently as you add courses \* the system may timeout and unsaved changes could be lost!

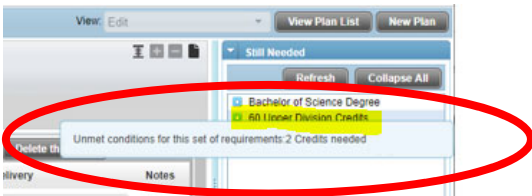


7. Select **COURSE** requirement to add a course into a term – see below for options

- a. Use the **STILL NEEDED** menu to help you locate which classes to add to each term



- b. Hover over each item to view information about still needed items

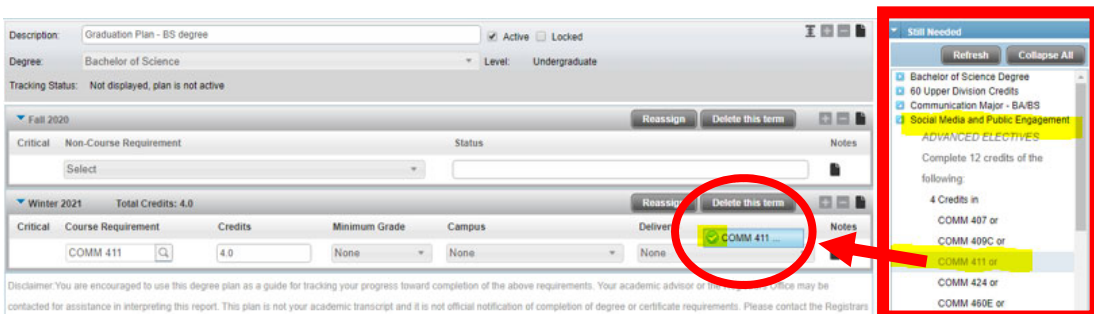


- c. Expand a missing requirement to see list of options

- i. For example, this student is missing a course for their major concentration. Click the course from the menu of eligible courses

- d. Select the desired course from the menu and “Drag & Drop” to move it into the desired term

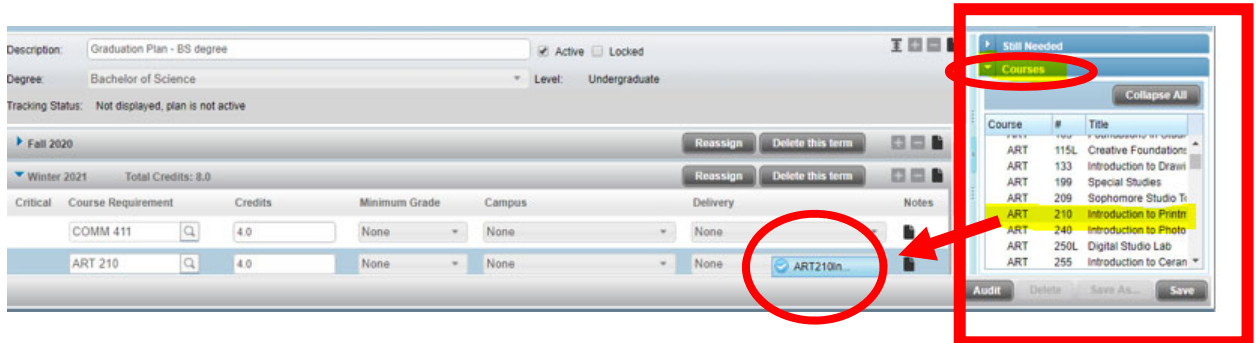
- i. Select a course from the list and Drag it into the term section
- ii. **\*\*Make sure the course has blue check mark next to it and then drop it into the term section**
  1. If you don’t see check mark and “drag and drop” a course quickly into a term, it may add a blank row into the term section
    - a. Use the “-” icon to remove blank rows
- iii. At any time, click “REFRESH” in the still needed to see remaining requirements
- iv. Click **SAVE** after adding classes



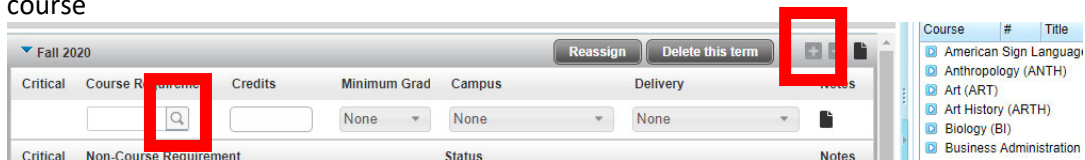
- e. Expand the “Courses” menu to list full list of courses by subject

**NOTE:** the courses listed in the “Courses” menu and in the “Still Needed” section do not ‘sync’ with the course schedule. Students will need to confirm what term courses are offered when building the plan.

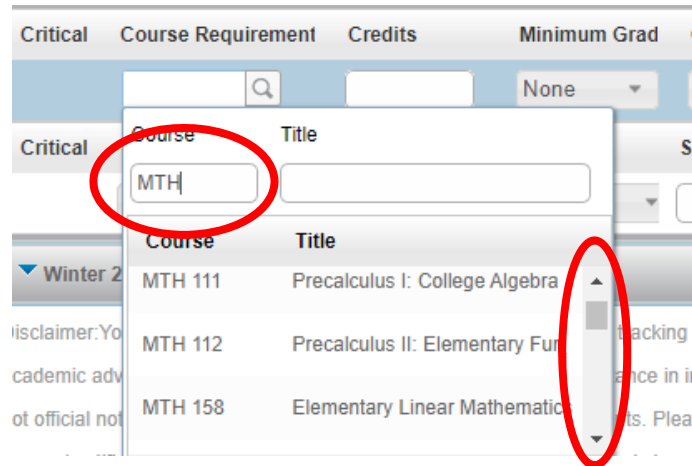
- i. Drag and drop as outlined above
- ii. Make sure to have blue check mark box next to the course before dropping it into a term
- iii. **Open numbered courses:** some courses can be taken for various credits, just update credit amount once course is added to the term
  1. For example – BA 409 is 1-4 credits, but 4 credits is required; also CCJ 409L can be 1-8 credits. Adjust credit amounts to what you will register for.
- iv. Click **SAVE** after adding classes



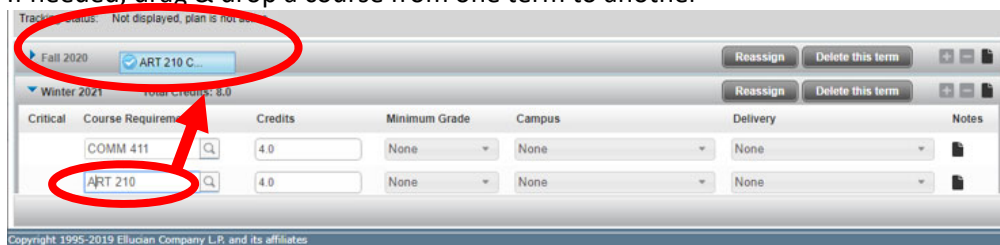
- f. Courses can be added manually, by clicking the “+” icon and using the search icon to find a desired course



- i. Enter course prefix and the scroll bar to find the desired course requirement
- ii. Select desired course and click **SAVE**



- g. If needed, drag & drop a course from one term to another



- h. After adding courses, click the **REFRESH** button in the “Still Needed” menu to see if there are remaining requirements
  - i. Hover over the remaining requirements to see the message
  - ii. Add additional courses and click “Refresh” again
  - iii. Click **SAVE** after adding classes

- i. Continue adding courses, and clicking **REFRESH** until the **Still Needed** menu indicates that “All requirements are completed or planned”
  - i. If you use the placeholder course option for a transfer course (step #9), the requirement will still show in the “Still Needed” section, but the Degree Coordinator will review placeholders to evaluate the degree plan.
  - ii. Same is true if you have incomplete grades pending, they will still be listed as still needed until completed.
    1. Use the NOTES (step #10) to indicate when you will complete the I or E grade.
- j. Remember to click **SAVE** once finished!

8. Use **NON-COURSE REQUIREMENT** for miscellaneous projects – there are only a few to choose from. If you don’t see one listed, you can use the placeholder option.


9. Use the **PLACEHOLDER** requirement for in-progress transfer courses and to indicate resolution plan for incomplete grades
  - a. Select **COMMENT, TRANSCRIPT** or **INCOMPLETE GRADE** as applicable for the placeholder requirement
  - b. For **transcripts**, select the “**Transcript from another institution**” option in the drop down menu
    - i. Use this placeholder for missing high school transcripts (for DFL students), or missing transcripts from other universities or community colleges.
    - ii. Keep text in the **VALUE** box brief as there is a limit of **50 Character MAX**
      1. In the “Value” box indicate course name, credits, Institution, and term. See Example

2. Use the NOTES icon attached to placeholder line to explain in more detail if needed.
- iii. Transcripts must be sent to SOU Admissions Office for processing.
- iv. We cannot award with missing transcripts.

| Critical | Course Requirement                  | Credits | Minimum Grade                           | Campus |
|----------|-------------------------------------|---------|---|--------|
|          | BA 409                              | 8.0     | None                                    | None   |
|          | CS 200                              | 4.0     | None                                    | None   |
|          | Placeholder Requirement             |         | Value                                   |        |
|          | Transcript from another institution |         | Taking PHIL 203, 4 cr, RCC, Winter 2021 |        |

- c. For **incomplete grades**, indicate when you will finish any I or E grades
  - i. Select the "**Incomplete Grade Resolution**" option in the drop-down menu
  - ii. In the Value box, indicate when you resolve the incomplete grade.
  - iii. Use the NOTES icon attached to placeholder line to explain in more detail if needed.
  - iv. We cannot award with I, E, or M grades.
  - v. **Do NOT** re-register for a course with an incomplete grade unless instructed by an advisor.
    1. The prior I or E grade can roll to an F or the instructor can change the I or E to an alternative grade.

| Critical | Course Requirement          | Credits | Minimum Grade                                    | Campus |
|----------|-----------------------------|---------|--|--------|
|          | BA 409                      | 8.0     | None   | None   |
|          | CS 200                      | 4.0     | None   | None   |
|          | Placeholder Requirement     |         | Value  |        |
|          | Incomplete Grade Resolution |         | Will finish E grade in ED 437 before end of term |        |

10. Use **NOTES ICON**  to add a note, to a course, a term, or to the whole graduation plan

- a. **ALERT:** Notes on Graduation Plans will only be visible within the Plan tab;
  - i. Advisors should enter general Notes in the "Notes" tab of DegreeWorks so the note will always be visible at the bottom of student's degree audit page.
- b. Notes in the Graduation Plan will alert the Degree Coordinator & Advisors of repeat courses, or other information that pertaining to finishing outstanding degree requirements.
- c. If **REPEATING A COURSE**, use the NOTES function on that course to alert advisors of the repeat course.
  - i. Classes **ARE NOT** repeatable unless indicated in the course description.
  - ii. Repeating a non-repeatable or re-numbered course previously passed with D- or better grade **WILL IMPACT** your total credits.
  - iii. Check with advisors if you are repeating a course to ensure you will have enough credits to graduate as planned.
- d. To add a note, click on the **NOTE** icon and click **ADD NOTE**
  - i. Provide additional information to a course, record agreements between student & advisor regarding course substitutions, etc
  - ii. Notes can be entered for specific courses or a broader note can be entered at the Term level
- e. Click **DONE** to save the note. Once a note is saved, a student or advisor can hover over the icon to read the note.
- f. See examples below



### Example of a NOTE for a repeat course

Notes attached to: MTH 243

Repeating Math 243 to meet BS grade requirement. Previous course taken in Winter 2021, and received D grade.

Last updated by: Hugues, Julie Nicole on 16-Apr-2020

View Note List Delete Add Note

Cancel Done

Delete this term

| Critical | Course Requirement | Credits | Minimum Grade | Campus | Delivery |
|----------|--------------------|---------|---------------|--------|----------|
|          | MTH 243            | 4.0     | None          | None   | None     |
|          | COMM 350           | 4.0     | None          | None   | None     |

### Example of a NOTE regarding course substitution

Notes attached to: COMM 326

My advisor approved COMM 326 as an alternative electives to finish my major. Reference note in Degree/Works or check with Alena Ruggierd

body p

View Note List Delete Add Note

Cancel Done

Reassign Delete this term

| Critical | Course Requirement | Credits | Minimum Grade | Campus | Delivery |
|----------|--------------------|---------|---------------|--------|----------|
|          | ART 210            | 4.0     | None          | None   | None     |
|          | COMM 326           | 4.0     | None          | None   | None     |
|          | MTH 112            |         |               |        |          |

### Example of a NOTE attached to a Term

Notes attached to: Fall 2020

Requested High School transcripts to be sent to SOU to satisfy DFL requirements

View Note List Delete Add Note

Cancel Done

Delete this term

| Critical | Course Requirement | Credits |
|----------|--------------------|---------|
|          | ART 210            | 4.0     |
|          | COMM 326           | 4.0     |
|          | MTH 112            | 4.0     |

### Example of a NOTE for the Graduation Plan

Notes attached to: Graduation Plan - BS

Will be finishing my incomplete grade in COMM 409 before end of Winter 2021

Will send RCC transcripts for outstanding courses to complete D strand & BS math requirement

Please see note on COMM 326 about approved course substitution

body p

View Note List Delete Add Note

Cancel Done

Delete this term

| Critical | Course Requirement | Credits |
|----------|--------------------|---------|
|          | ART 210            |         |
|          | COMM 326           |         |
|          | MTH 112            |         |

- g. White lines in the note icon indicate there is a note is present. Hover over note to view information

Description: Graduation Plan - BS ☒ Active ☐ Locked

Degree: Bachelor of Science Level: Undergraduate

Tracking Status: Not displayed, plan is not locked

▼ Fall 2020 Total Credits: 12.0 Reassign Delete this term

| Critical | Course Requirement | Credits | Minimum Grade | Campus | Delivery | Notes |
|----------|--------------------|---------|---------------|--------|----------|-------|
|          | ART 210            | 4.0     | None          | None   | None     |       |
|          | COMM 326           | 4.0     | None          | None   | None     |       |
|          | MTH 112            | 4.0     | None          | None   | None     |       |

▼ Winter 2021 Total Credits: 4.0 Reassign Delete this term

| Critical | Course Requirement | Credits | Minimum Grade | Campus | Delivery | Notes |
|----------|--------------------|---------|---------------|--------|----------|-------|
|          | COMM 411           | 4.0     | None          | None   | None     |       |

11. Click **AUDIT** to see how the planned courses will meet degree requirements. Scroll to see planned courses.

Worksheets Plans Notes Petitions Exceptions GPA Calc Admin

Student Planner for: View: Edit View Plan List New Plan

Description: Graduation Plan - BS ☒ Active ☐ Locked

Degree: Bachelor of Science Level: Undergraduate

Tracking Status: Not displayed, plan is not locked

▼ Fall 2020 Total Credits: 12.0 Reassign Delete this term

| Critical | Course Requirement | Credits | Minimum Grade | Campus | Delivery | Notes |
|----------|--------------------|---------|---------------|--------|----------|-------|
|          | ART 210            | 4.0     | None          | None   | None     |       |
|          | COMM 326           | 4.0     | None          | None   | None     |       |
|          | MTH 112            | 4.0     | None          | None   | None     |       |

▼ Winter 2021 Total Credits: 4.0 Reassign Delete this term

| Critical | Course Requirement | Credits | Minimum Grade | Campus | Delivery | Notes |
|----------|--------------------|---------|---------------|--------|----------|-------|
|          | COMM 411           | 4.0     | None          | None   | None     |       |

Last updated by: Hughes, Julie Nicole on 09-Apr-2020

Audit Save Save As... Save

**Bachelor of Science Requirements**

BS Requirement: Designated Programming, Statistics, Logic Courses

Note: A grade of C- or better in each course is required.

BS Requirement (2 classes and 7 or more credits)

MTH 105 Satisfied by MTH 112

Contemporary Mathematics

MTH105 - Intro to Contemporary Math - Rogue Community College OR

Precalculus II: Elementary Fun

PLAN (4) Fall 2020

60 Upper Division Credits

COMM 300A Research Strategies

COMM 323 Strategic Social Media

COMM 326 Multimedia Storytelling

COMM 344 Multimedia Storytelling

COMM 346 Media Photography

COMM 352 Health Communication

PSY 334 Intimacy & Sexual Comm.

COMM 410C Social Psychology

COMM 411C Capstone: Soc Media/Pub Engrmt

COMM 411 Online Cultures

COMM 446 Risk and Crisis Communication

COMM 460F Int'l Fashion, Textiles, & Comm

COMM 485 Adv. Social Media Campaigns

COMM 492 Health, Media, Technology & Youth

Academic Year: 2018-2019 GPA: 0.00

2018-2019 Credits Required: 60 Credits Applied: 66

12. Finally, there are different views to review and print your plan

Worksheets Plans Notes Petitions Exceptions GPA Calc Admin

Student Planner for: View: Calendar Select Audit Calendar Edit New Plan List New Plan

Graduation Plan - BS

Degree: Bachelor of Science

Level: Undergraduate

Active: Yes

Status: Not locked

- The **EDIT** view is where you can edit or create new plans – reference prior screenshots. Print option is NOT available in the EDIT view.
- The **AUDIT** view displays the selected course plan alongside of the audit;
  - hover over notes icon with the lines (reference red arrows) to view the four notes entered
  - There is also a PRINT option to print the plan.



- c. The CALENDAR view displays term by term course plan, notes attached to courses & terms and a PRINT option

- d. You can also click "VIEW PLAN LIST" to see list of all plans previously entered by advisors

| Description:         | Active | Modified   | Who                  | Degree: | Level: |
|----------------------|--------|------------|----------------------|---------|--------|
| Grad Plan - CERT     | N      | 04/16/2020 | Hugues, Julie Nicole | CERT    | UG     |
| Graduation Plan - BS | N      | 04/16/2020 | Hugues, Julie Nicole | BS      | UG     |