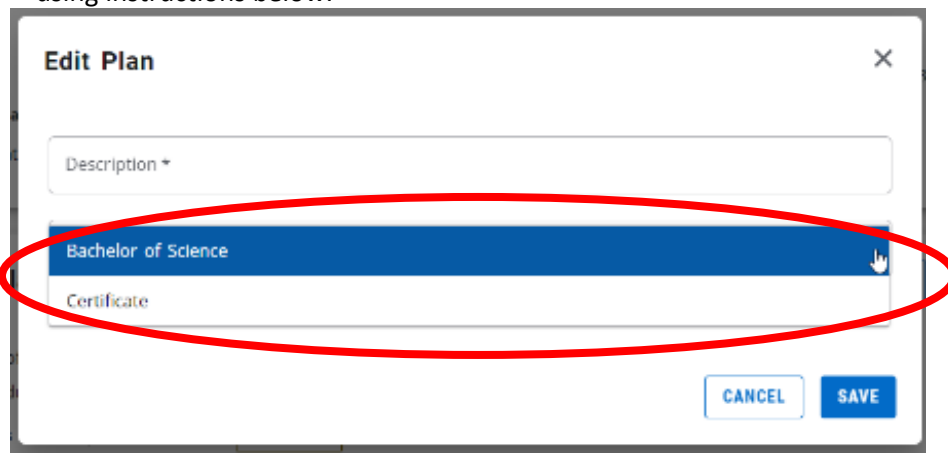


Creating Plans in Degree Works

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.

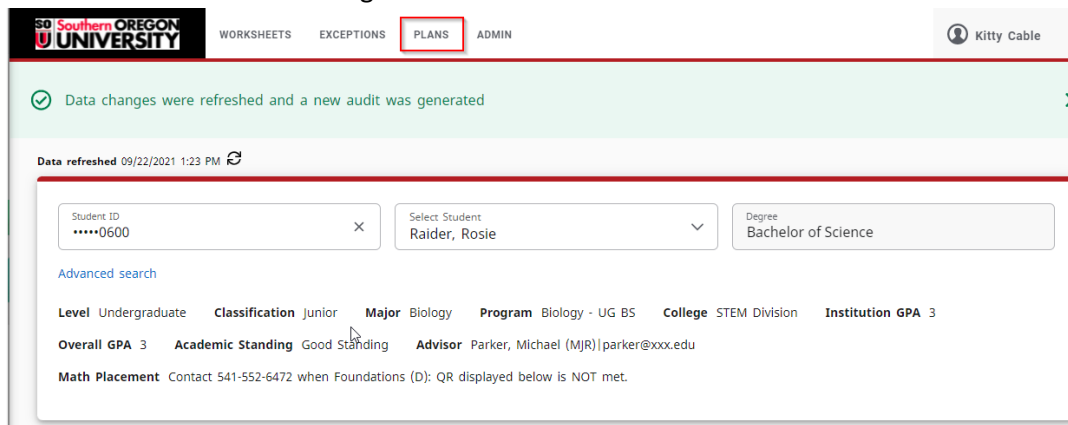
The Degree Coordinator will review the **Graduation Course Plan** and **Plan Notes**, as well as any advisor notes as seen in the “Notes” section at the bottom of a student’s DegreeWorks audit, to determine if a degree is on track to graduate or not.

- 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.

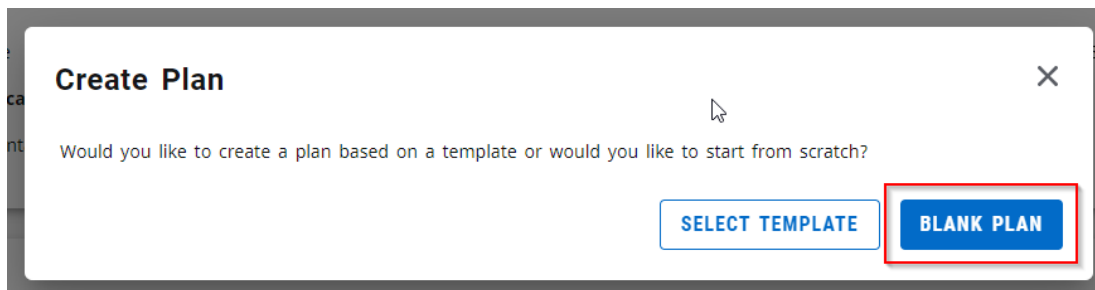


Getting Started:

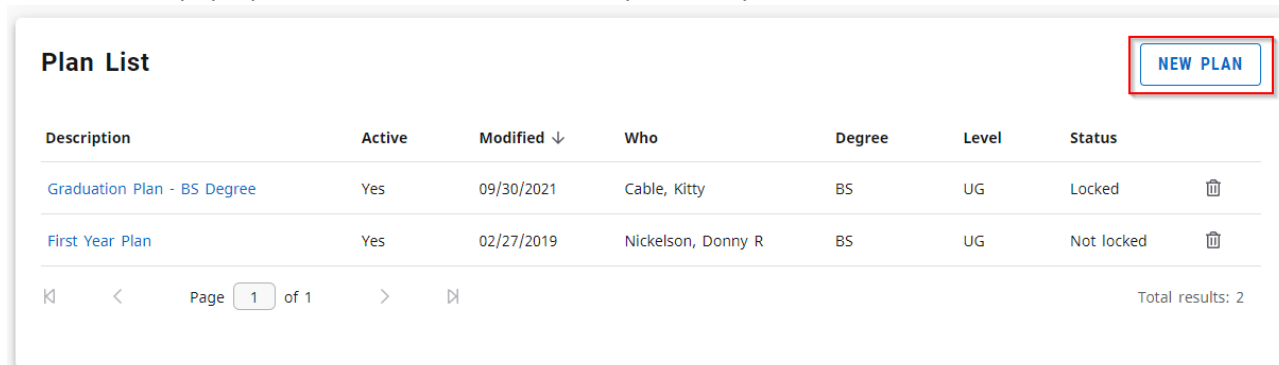
1. Click the **PLANS** tab within Degree Works.



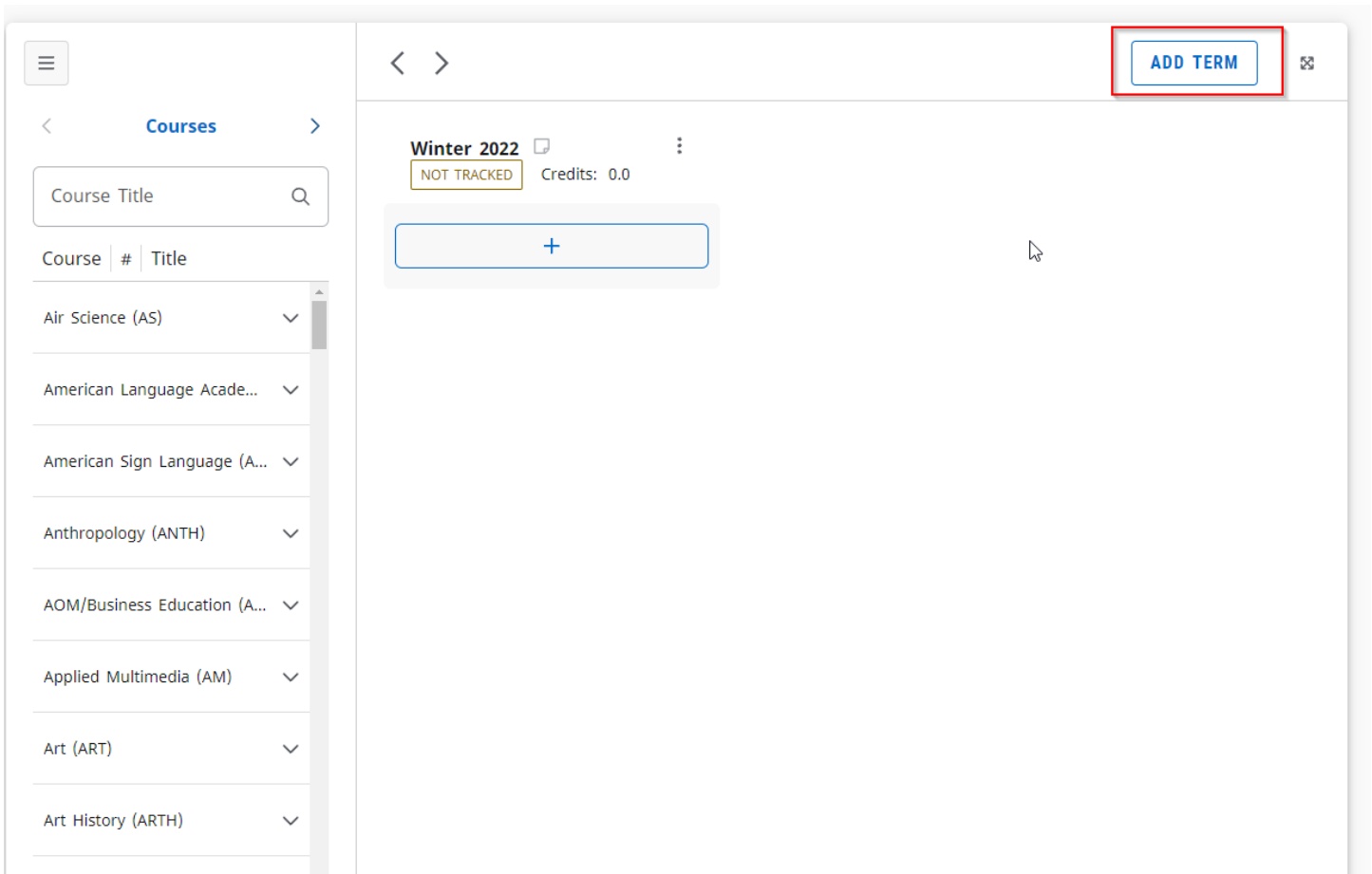
2. If a student does not have a plan, the following pop-up will display. Select **BLANK PLAN**
 - a. Note: The “Template” option is not set up and should not be used.



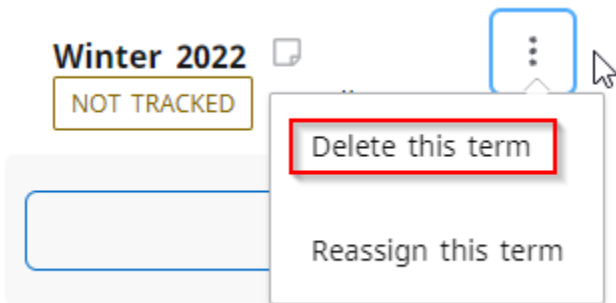
3. If one or more plans exists, you will be presented with a list of plans for the student. Please click **NEW PLAN**
 - a. In the pop-up select **BLANK PLAN** to create your new plan



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. **Advisors:** Click the “Locked” checkbox if you want to allow a student to register from the plan in Self-Service Registration.
 - c. **Students:** Speak with your advisor to have them lock the plan once they have approved it to allow you to register from the plan in Self-Service Registration.
 - i. Locking a plan will not allow for future changes by the student.
 - d. **NOTES:**
 - i. 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**”
5. Select the “**Add Term**” button to see a list of available terms and add a term to the plan.
 - a. Select an upcoming term - Fall 2022, for example.

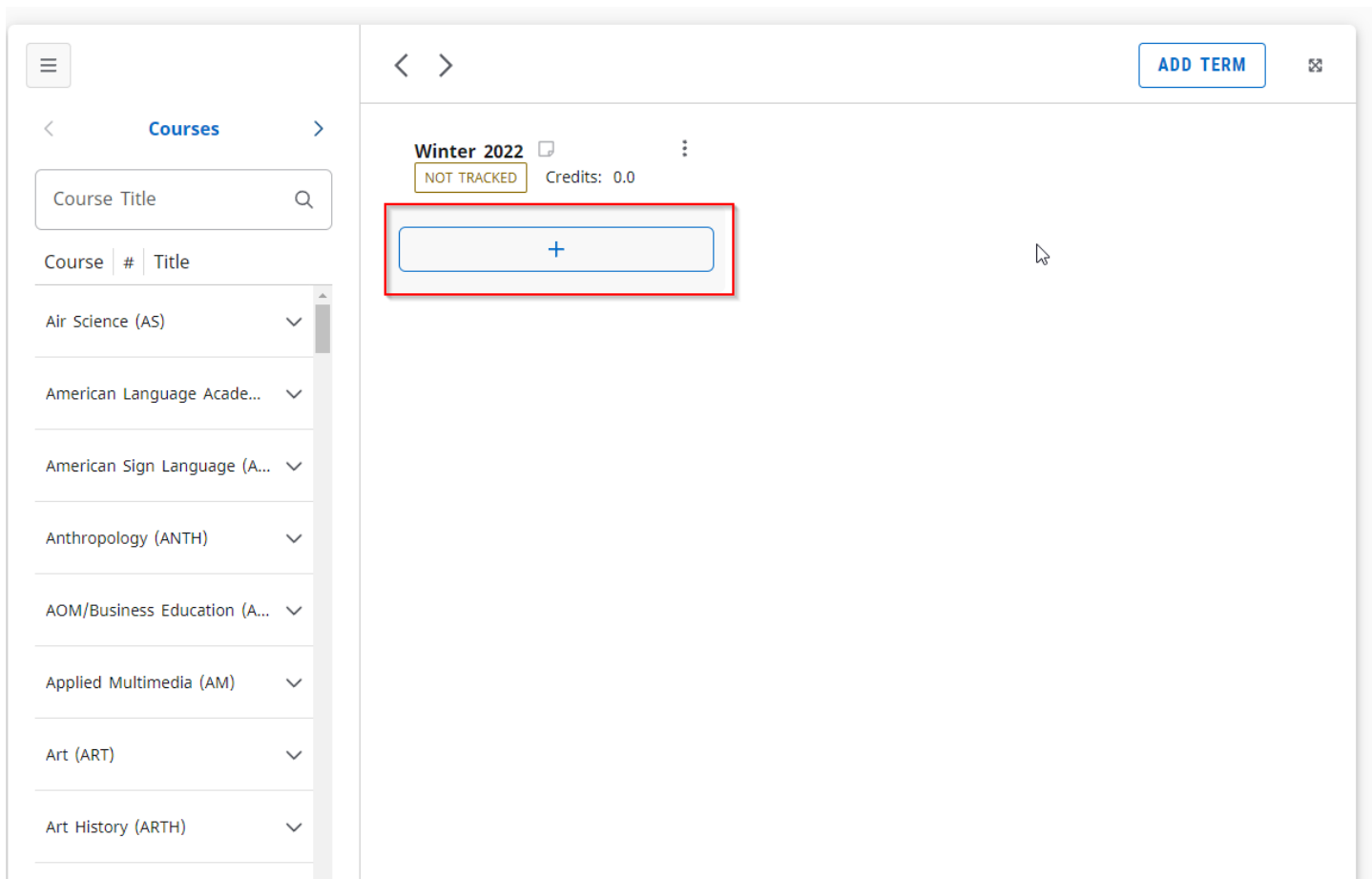


- b. Alternatively, you can click on the Three Dots in the corner of a term, then select “Delete this term” to remove a term

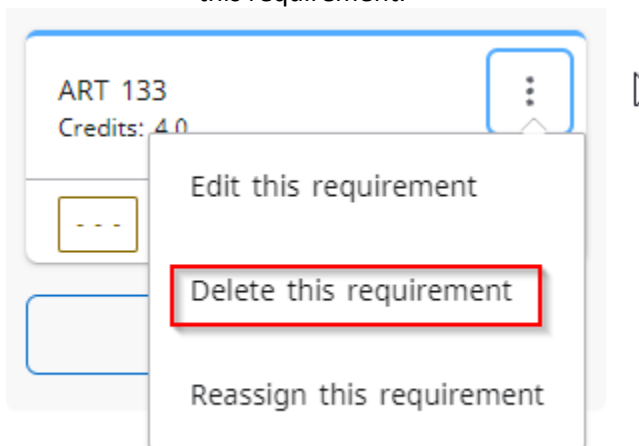


- c. NOTE: You can add multiple terms at this point.

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. To remove courses if added in error, click the three dots next to the requirement, then select “Delete this requirement.”



- c. There are three course requirement options used by students for their graduation plans.
- 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. Courses can be added to a given term by clicking the “+” button in the given term.
 - a. The “Add Requirements” window will allow you to search by subject or title of the course.

Add Requirements to Winter 2022

Subjects



Courses Still needed

Subjects ▼ Search by title 🔍

CC credit exceeding 108 hrs (0000)

<input type="checkbox"/>	Course		Title		Credits
<input type="checkbox"/>	0000 AA		AA Degree Awarded		0.0
<input type="checkbox"/>	0000 AAOT		AAOT Awarded		0.0
<input type="checkbox"/>	0000 AGS		AGS Awarded		0.0
<input type="checkbox"/>	0000 AS		AS Awarded		0.0
<input type="checkbox"/>	0000 ASOT		ASOT Awarded		0.0
<input type="checkbox"/>	0000 CSU		CSUGE Awarded		0.0
<input type="checkbox"/>	0000 DTA		DTA Awarded		0.0

- b. You can add more than one course in this window.

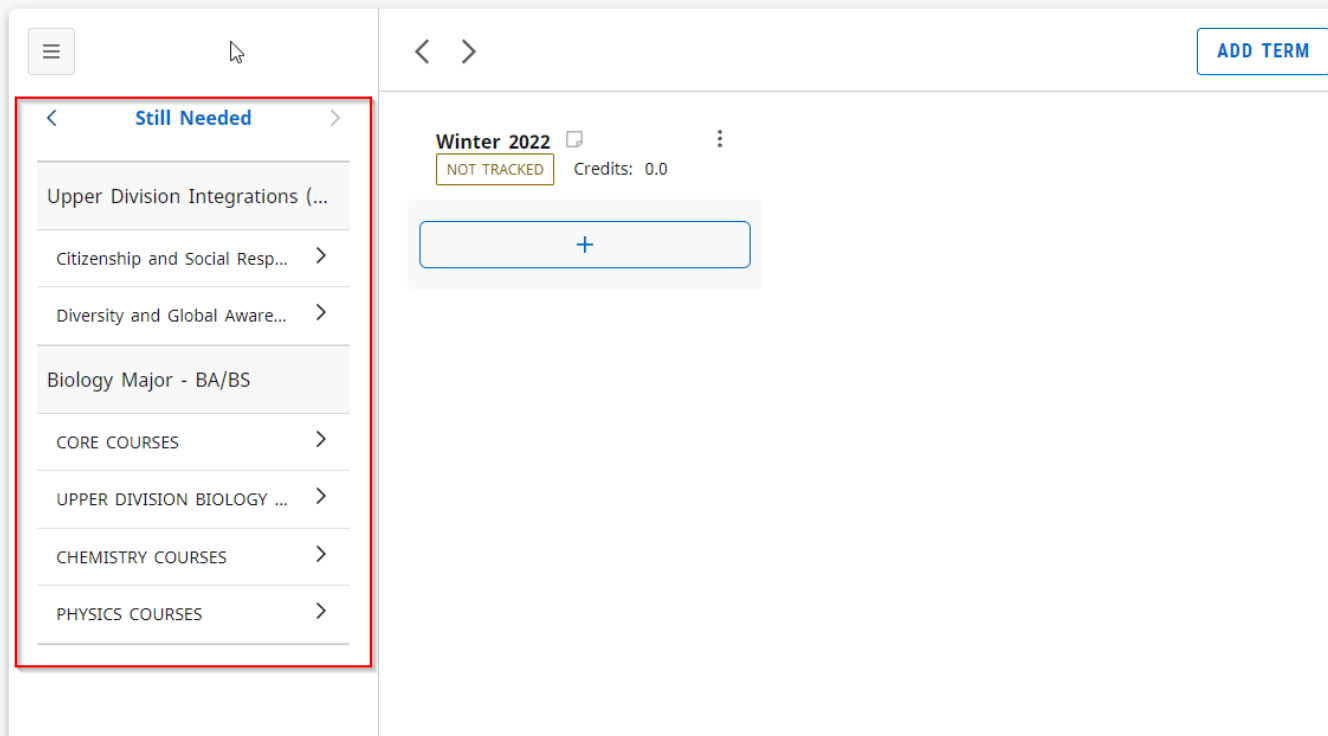
8. Click the arrows in the left-hand sidebar to change between “Courses,” “Requirements,” and “Still Needed”
- a. “Courses” allows you to add courses from the entire catalog of SOU courses.

The screenshot shows the 'Courses' tab selected in the left sidebar, highlighted with a red box. The main area displays 'Winter 2022' with a 'NOT TRACKED' status and 'Credits: 0.0'. A large blue '+' button is visible in the center of the main area.

- b. “Requirements” allows you to add course and other requirements to the term.

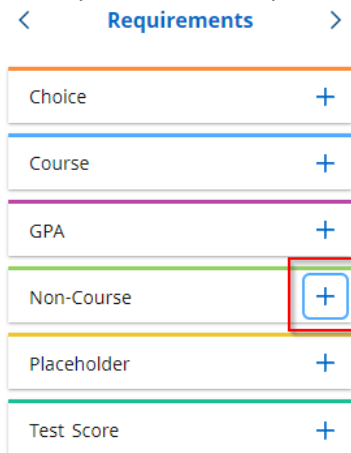
The screenshot shows the 'Requirements' tab selected in the left sidebar, highlighted with a red box. The main area displays 'Winter 2022' with a 'NOT TRACKED' status and 'Credits: 4.0'. Below this, there is a list of requirements: 'Choice', 'Course', 'GPA', 'Non-Course', 'Placeholder', and 'Test Score', each with a blue '+' button. A specific requirement 'ART 133' with 'Credits: 4.0' is also visible, along with a blue '+' button below it.

c. "Still Needed" allows you to add courses that will satisfy unmet requirements for your degree.



- d. To add items from the left-hand sidebar, simply click and drag them to the appropriate term in the plan.
 - i. The planner automatically saves your plan after every change..
- e. Continue adding courses and clicking **ALL** until no more courses appear in the Still Needed area.
 - 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.

9. 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.



New Requirement [X]

Requirement type
Non-course requirement

Term *
Winter 2022

Noncourse * [v]

Status

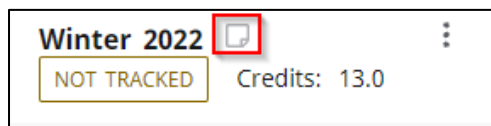
[CANCEL] [SAVE]

10. 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.

< Requirements >

Choice	+
Course	+
GPA	+
Non-Course	+
Placeholder	+
Test Score	+

- 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.



11. 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 A NEW 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 **SAVE NOTE** to save the note. Once a note is saved, a student or advisor can hover over the icon to read the note.

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

Last updated: Cable, Kitty on 10/01/2021

Audit Delete plan Save as copy Create block

Requirements

Choice +

Winter 2022 NOT TRACKED Credits: 13.0

Still needed:	1 Class in BI 314 or 331			
BI 340	Introductory Ecology	PLAN	(4)	Winter 2022
Still needed:	1 Class in BI 341			
BI 342	Cell Biology	PLAN	(5)	Winter 2022
Still needed:	1 Class in BI 348			