

## Graduation Plan Instructions

**Before you create a graduation plan, you should meet with your advisor or Student Success Coordinator to see what courses you need to complete.**

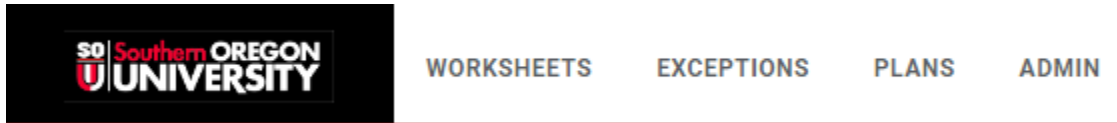
**Creating a Graduation plan is a requirement for the graduation application.**

How to Access Degree Works:

1. Go to [inside.sou.edu](http://inside.sou.edu)
2. Go Online Services (the Blue Box on the right hand side) and click on Degree Works  
**Degree Works**

How to Create a Plan in Degree Works:

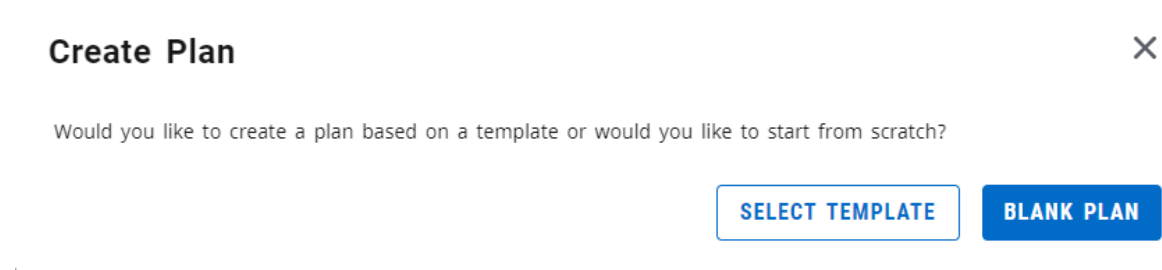
1. After verifying your information, click on the plan button at the top of the screen



2. Click on the New Plan Button



3. Click on the Blank Plan Button on the following screen



4. Select which term you want the graduation plan to start then hit submit
5. You will need to name your plan in the Description and select which Degree you are creating a plan for

**IF YOU HAVE MULTIPLE DEGREES OR A CERTIFICATE, YOU MUST CREATE MULTIPLE PLANS**

## Edit Plan ×

Description \*

Degree  
Bachelor of Science ▼

Active  Locked

CANCEL SAVE

6. The term you selected to start the plan will already be populated in the plan, you will just need to add the courses needed by hitting the plus button

**Fall 2023** ⋮

NOT TRACKED Credits: 12

+

7. You can either add courses directly or look at the still needed tab

Courses Still needed

8. You can select multiple courses at a time and can see them at the bottom of your screen. After you have selected the courses you need to take for a term, hit the blue Add To Plan button at the bottom right of the screen.

**Course** EMDA 407

EMDA 360 ✕ EMDA 321 ✕ EMDA 407 ✕ ADD TO PLAN

9. Repeat this process for all terms you need to plan for graduation

10. After putting in all your courses and terms, you can run a What-If Audit to see if you have planned for all the requirements necessary. The What-If button is located right above planning.

Audit What-If Delete plan Save as copy Create block

11. You will need to put in your Major(s), Minor(s), and any Concentration(s) into the “Areas of Study” fields to ensure that everything is properly accounted for before you process the audit.

- You can use the Additional Areas of Study field to put in any additional major(s), minor(s), or concentration(s) you may be taking
- Verify that the Program fields (Catalog year, Degree, and Level) are correct prior to running the audit
- **Remember that certificates and dual degrees MUST be on two separate plans**

EX:

### Planner What-If Analysis



#### Program

Catalog year \*  
2022-2023

Degree \*  
Bachelor of Science

Level \*  
Undergraduate

#### Areas of study

Major \*  
Psychology

Minor  
\*Criminal Justice

College

Concentration

#### Additional areas of study

Minor: \*Philosophy



12. Degree Progress will detail how close you are to completing your requirements

- 98% = On Track to graduate
- 97% and lower = Missing Requirements
- 99% = Unmet Condition/Requirement

- **If you are still missing requirements or conditions, reach out to your advisor or Student Success Coordinator to see how to fulfill the missing requirements.**

13. If you have 98%, you can submit your graduation application!

**Degree progress**



Requirements Credits

Reach out to [graduation@sou.edu](mailto:graduation@sou.edu) if you have any questions!