

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.

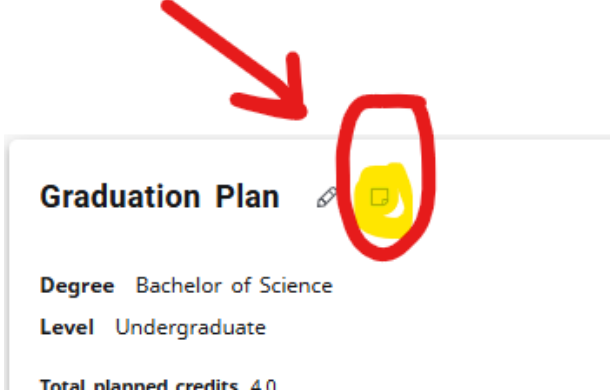
**** Creating a Graduation plan is a requirement for the graduation application. ****

PLANS FAQ

- **DO** ... Create a NEW plan with just future classes (the planner tool will already look at past classes and current registration)
- **DO** ... Use the NOTES feature to attach comments to your plan if you have transfer coursework or to clarify missing requirements.
- **DO** ... Ask your advisor to enter a note in your Degreeworks audit confirming any course substitution approvals – if I see their note, then I don't have to email and clarify
- **DO NOT** repeat courses, the Planner audit will not catch if you are repeating courses and most classes are not repeatable. This will cause incorrect credit calculations
- **DO NOT** use an old plan from your advisor and add future classes – this can cause incorrect audits or credit calculations.
- **DO NOT** be vague with your courses or not clarify missing requirements – I cannot accurately evaluate your course plan if it is vague!

Please try to have as detailed a plan as possible, and use the AUDIT feature (#11 below) to see if your planned courses are on track or not:

- If you have 98%, your graduation application can be approved!
- If you have 97% or less, you can submit your graduation application, but SHOULD add a note to your plan to clarify missing requirements.



The screenshot shows a user interface for a graduation plan. On the left, there is a card titled "Graduation Plan" with a pencil icon and a yellow audit icon circled in red. Below the title, it lists "Degree Bachelor of Science", "Level Undergraduate", and "Total planned credits 40". On the right, there is a "Degree progress" section with two circular progress indicators: "98%" for "Requirements" and "100%" for "Credits". To the right of these indicators, the "Institutional GPA" is listed as "2.44". A red arrow points from the top left towards the yellow audit icon.

Reach out to graduation@sou.edu if you have any questions!

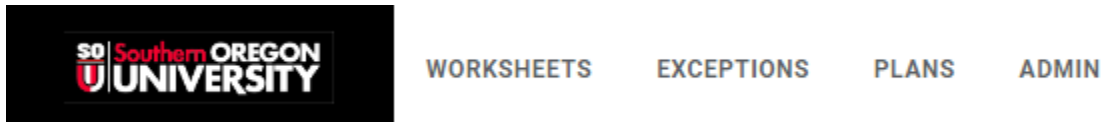
PLANS step by step tutorial

How to Access Degree Works:

1. Go to 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:

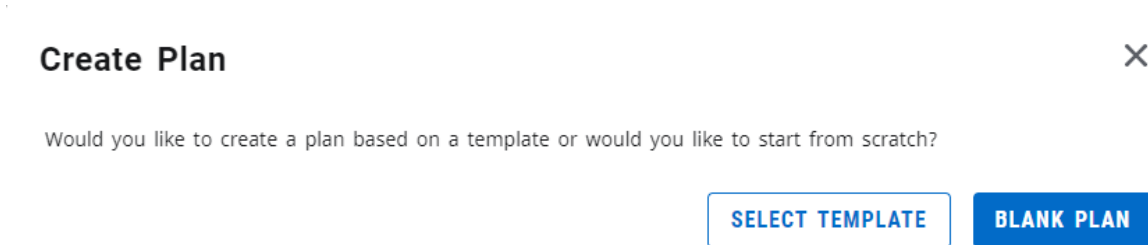
1. After verifying your information, click on the plan button at the top of the screen



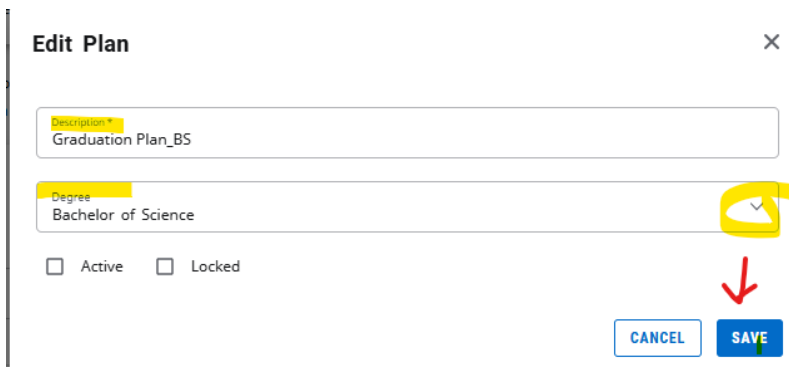
2. Click on the New Plan Button



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 (ex. Graduation Plan_BS) and select which Degree you are creating a plan for



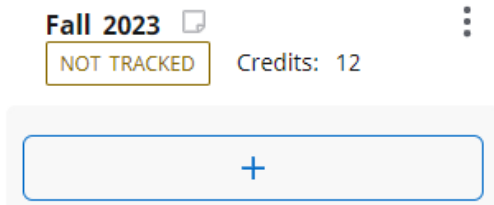
NOTE - IF YOU HAVE MULTIPLE DEGREES OR A CERTIFICATE, you will create ONE MASTER PLAN OF ALL COURSES

(don't split courses into different plans) and then create copy of the master plan at the end and change the degree type and SAVE

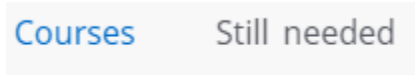
6. The term you selected to start the plan will already be populated in the plan, you will

just need to add the courses needed by hitting the plus button.

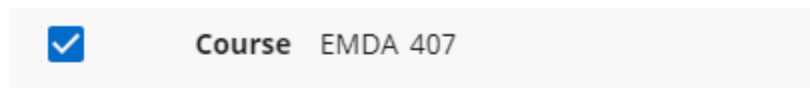
- do not list current or past terms in your Graduation Plan. The tool will automatically include registered courses



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



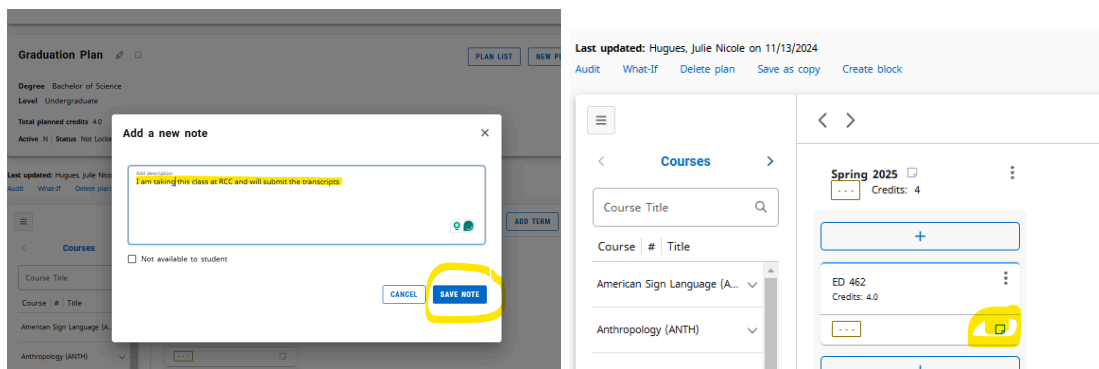
8. You can select multiple courses at a time and can see them at the bottom of your screen. After you have selected the courses you need to take for a term, hit the blue **Add To Plan** button at the bottom right of the screen.



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

10. If you have transfer coursework, add the equivalent SOU course to the plan and attach a **NOTE** to the course

- In the note include the Institution Name and class you are completing to meet the SOU requirement.
- Official transcripts must be sent to SOU Admissions for processing and to get added to your academic records & reflected Degreeworks



11. After putting in all your courses and terms, you can run an **Audit** to see if you have planned for all the requirements necessary. The Audit button is.



When you audit your plan, use the Degree Progress Value to understand if your planned courses will complete your degree requirements

- **98% = On Track to graduate** and the audit should say **“IN PROGRESS”**
- **97% and lower = Missing Requirements** and the audit will say **“INCOMPLETE”**
 - ADD a note to your graduation plan to clarify any missing requirements and/or add additional classes to the plan and recheck the AUDIT
 - 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.

Planner Audit

Name: [Redacted]
Plan Graduation Plan

Degree progress
 Requirements: 98%
 Credits: 100%

Institutional GPA: 2.44

Degree: Bachelor of Science | Level: Undergraduate | Classification: Senior | Major: Education Studies | Program: Education Studies - UG BS

College: Education, Health & Leadership

Audit date: 11/13/2024 12:49 PM
Diagnostics: Student data

Bachelor of Science Degree IN PROGRESS

In-progress (IP) credits are included in Overall Credits and Work in Residence requirements.

- Overall Credits: Minimum 180 credits required
- Work in Residence: Minimum 45 credits of last 60 taken at SOU

Planner Audit

Name: [Redacted]
Plan Graduation Plan

Degree progress
 Requirements: 54%
 Credits: 68%

Degree: Bachelor of Science | Level: Undergraduate | Classification: Junior | Major: Education Studies | Minors

Program: Bachelor of Science - UG | College: Southern Oregon University

Audit date: 11/13/2024 12:51 PM
Diagnostics: Student data

Bachelor of Science Degree INCOMPLETE

In-progress (IP) credits are included in Overall Credits and Work in Residence requirements.

- Overall Credits: Minimum 180 credits required **Still needed:** A minimum of 180 credits is required, progress (IP)* coursework. You still ne
- Work in Residence: Minimum 45 credits of

Remember that certificates and dual degrees **MUST** be on two separate plans

- For CERTS, you can copy the Bachelor degree plan, modify the plan name to add CERT and select the **CERTIFICATE DEGREE TYPE** and click **SAVE**
- **DO NOT** split classes up into different plans for each degree, just create **ONE** master plan and save a copy and select other degree type (like Certificate) and you can audit the **CERT PLAN**

Description	Active	Modified ↓	Who	Degree	Level	Status	
Graduation Plan_Cert	N	11/13/2024	Hugues, Julie Nicole	CERT	UG	Not Locked	🗑️
Graduation Plan	N	11/13/2024	Hugues, Julie Nicole	BS	UG	Not Locked	🗑️

WHAT IF Feature

If you want to see what your progress towards a minor or certificate would look like, you can use the **WHAT-IF** feature.

- 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
- **In order to add a minor or certificate to your degree seeking curriculum, please contact or advisor or email graduation@sou.edu to add additional degree items to your records**

Planner What-If Analysis >

EX:

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

+