

## **DegreeWorks Student Educational Planner**

## **CREATE A PLAN**

- 1. Login to DegreeWorks -
- 2. Click the 'Plan's tab to create a plan from scratch or to edit an existing plan.

FAQ	H	Help		Exception Management			Template Management			Print		Log Out	
Student ID	I4 4 Name	<ul> <li>н</li> </ul>	Degree	Major	Level	Classification	Last Audit	Last Refresh		0	R		
			BCB	Lower Division Acco	unter UG	Junior	01/30/2019	02/11/2019 at	: 11:33 am	•			
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3. If no plan exists, click on 'BLANK PLAN' button

Student Planner for:		View: Select	New Plan
List of plans			Delete
Any existing plans will be listed here.	Create Plan Would you like to create a plan based on a template or would you like to start from scratch? Blank Plan Select Template	Only Nursing and Social Work students can use a pre-defined template.	

- The 'Select Template option is for Nursing and Social Work programs only.
- 4. Give your plan a name in the description field.
- 5. Use the '+' to select a term to add to the plan.

Student Planner	for		View Plan List New Plan
Description: Testi Degree: Master of Arts Tracking Status: Not displayed, plan is not active Disclaimer-You are encouraged to use this degree plan as a guide for tracking your prop Office may be contacted for assistance in interpreting this report. This plan is not your a requirements. Please contact the Registrars Office regarding this degree plan, your office requirements.		Active Locked     Level: Graduate     Level: Graduate     acking your progress toward completion of the above requirements. Your aca an is not your academic transcript and it is not official notification of completion plan, your official degree/certificate completion status, or to obtain a copy of	Verve Eait Verve Har Lett New Har Add Term Add Term Add Term Fail 2019 Fail 2020 Fail 2010 Fail 2010 F
			Courses



- 6. Use the + sign by the term to add a requirement of choice, course, or placeholder.
  - A choice allows you to enter an 'either/or' option
  - A course is a defined subject and course number
  - A placeholder saves a place in the plan for a specific requirement
  - A placeholder must have text entered into the value field

Student Planner	for:	deda da	View: Edit	View Plan List New Plan
Description: Degree:	Test Master of Arts	Active Docked     Level: Graduate	IDEN	Still Needed     Refresh     Collapse All
Tracking Status	: Not displayed, plan is not active Total Credits: 0.0	Reassign	Delete this term	Master of Arts (Education) Major in Higher Education Administration
Disclaimer:You a Office may be co requirements. Pl	are encouraged to use this degree plan as a guide for tracki onlacted for assistance in interpreting this report. This plan it lease contact the Registrars Office regarding this degree pla	ng your progress toward completion of the above requirements. You s not your academic transcript and it is not official notification of con n, your official degree/certificate completion status, or to obtain a co	r academic adviser of the R npletion of degree or certifica opy of your academic transo	airement
		Build you plan by adding a choice, o placeholder to your plan.	course, or	

- 7. Use the 'Still Needed' window to the right to display courses still needed in your program. Click on the blue arrow next to each area to see the requirements for that area. You can drag and drop any course into a term if you do not want to type in the information. Click the 'REFRESH' button to update the STILL NEEDED list.
  - Use the 'Audit' option to open an audit in a separate window
  - Use the 'What-If' option to see how program changes will affect your plan
  - Be sure to 'SAVE any changes to your plan

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legree: racking Status	Master of Arts s: Not displayed, plan is not a	active		▼ Level: (	3raduate	'+' = Add additional ter '-' = Delete the selecte	rm ed term	Refresh Collapse All Collapse A
Fall 2019	Total Credits: 3.0	0			Rea	ssign Delete this term		Intro to College Student
Critical C	ourse Requirement		Credits		Minimum Gra	ade	Notes	Personnel 1 Class in
0 E	3EF 553	Q O	3.0		None	13		AHE 521
Critical C	hoice Requirement AHE 521 or AHE 550			Mi 3	nimum Credits	Minimum Grade	Notes	Finance & Business Affairs in Higher Ed 1 Class in
Placeholder	Requirement			Value			Notes	AHE 550
Writing Cor	re Class			See Core Listing			<b>1</b>	Internship/Practicum 1 Class in
isclaimer: You ffice may be c equirements. F	are encouraged to use this de contacted for assistance in inte Please contact the Registrars C	gree plan as a g rpreting this rep Office regarding	uide for tracking your pro ort. This plan is not your a this degree plan, your offi	rgress toward completion academic transcript and it icial degree/certificate cor	of the above requirem is not official notificat npletion status, or to o	nents. Your academic advisor or ti tion of completion of degree or ce obtain a copy of your academic tra	he Registrars rtificate anscript.	AHE 592 History of American Higher Education 1 Class in

## EDIT AN EXISTING PLAN

1. Select the plan you wish to edit by clicking on the plan

ALABAMA<sup>°</sup> Office of the University Registrar

Student Planner for:			_		View	Select	+	New Plan
List of plans						Select Audit		Delete
Description:	Active	Modified	Who ÷	Degree:	Lev	e Edit		\$
Test	N	02/13/2019	Huffman, Susan	MA	GR	Notes NOT LOOKED	_	

2. Choose 'EDIT' from the view options

• This will open the plan for editing

You can also view your plan in an AUDIT, CALENDAR, or NOTES view.

## **HELPFUL HINTS:**

- You can only have one active plan at a time
- Locked plans cannot be edited
- Only an advisor can lock or unlock a plan
- Mark a course, choice, or placeholder as critical to track the course
- You will show as 'off-track' if you do not make the minimum grade selected
- Notes can be added at the course, term, or plan level