

# Using DegreeWorks Plans (for Advisors & Students)- Creating a Blank Plan

Note: Optimum web browser for use with DegreeWorks Plans is Google Chrome or Firefox

To begin using Plans, from a DegreeWorks worksheet, click on "Plans".

# Beginning/Editing a Plan

Back to MyInfo    FAQ    Help    Print    Exception Management    Template M

Student ID: 360107    Name: Cat1, Bob    Degree: BS    Major: University Studies (Undec)    Level: UG    Classification: Freshman    Last Audit: 06/09/2015    Last Refresh: Today at 5:35 am

Plans    Notes    Petitions    Exceptions    GPA Calc

Format: Student View    View    Save as PDF    Process New    Include in-progress classes    Include preregistered classes    Classes by Term

Save    Save this audit with this new description and freeze status

**MSU Bozeman**

Student View AC058tLe as of 06/09/2015 at 05:42			
Student	Cat1, Bob	Level	Undergraduate - Semester
Confidential Record		Degree	Bachelor of Science
ID	XXXXXXXXXX	College	University College
Classification	Freshman	Major	University Studies (Undeclared)
Advisor		Minor	
Overall GPA	0.000	More Info	Placement Data
Registration Holds		Academic Standing	
Registration PIN and Date		Student Phone	(406) 8888888

Student Planner for: Bobcat, Spirit T    View: Calendar    View Plan List    New Plan

**Spring 2016**  
 Degree: Bachelor of Science    Active: Yes  
 Level: Undergraduate - Semester    Status: LOCKED  
 Tracking Status: Not Tracked

**2015-2016**

Not Tracked	2016 Spring, Total Credits: 16.0
---	ANTY 215IS 3.0
---	SOCI 101IS 3.0
---	FILM 101IH 3.0
---	US 101US 3.0
---	M 171Q 4.0

**2016-2017**

Not Tracked	2016 Fall, Total Credits: 14.0	Not Tracked	2017 Spring, Total Credits: 14.0
---	WRIT 101W 3.0	---	ANTY 351 3.0
---	M 172Q 4.0	---	BIOB 110CS 3.0
---	PHSX 220 4.0	---	PHSX 222 4.0
---	AMST 202RA 3.0	---	M 273Q 4.0

If a Plan already exists for the student, or upon saving a Plan and/or exiting Plans, clicking on the Plans tab again will give the Advisor and the Student a Calendar view of the plan. The Plan displaying in Calendar view can be edited by selecting Edit from the View pull-down menu. Select View Plan List to see the list of all of the student's Plans.

If there is an existing Plan(s), it will be listed under "List of plans". You may edit an existing Plan by highlighting it and double-clicking to open it.

If you wish to create a new plan either from scratch or from a template, select "New Plan".

Worksheets    Plans    Notes

Student Planner for: Cat1, Bob    View: Select    New Plan

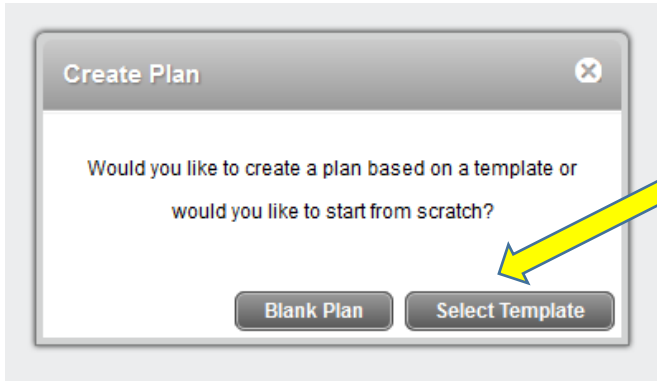
List of plans

Description:	Active	Modified	Who	Degree:	Level:	Status:
Plan #1	N	06/10/2015	One, Advisor	BS	UG	NOT LOCKED

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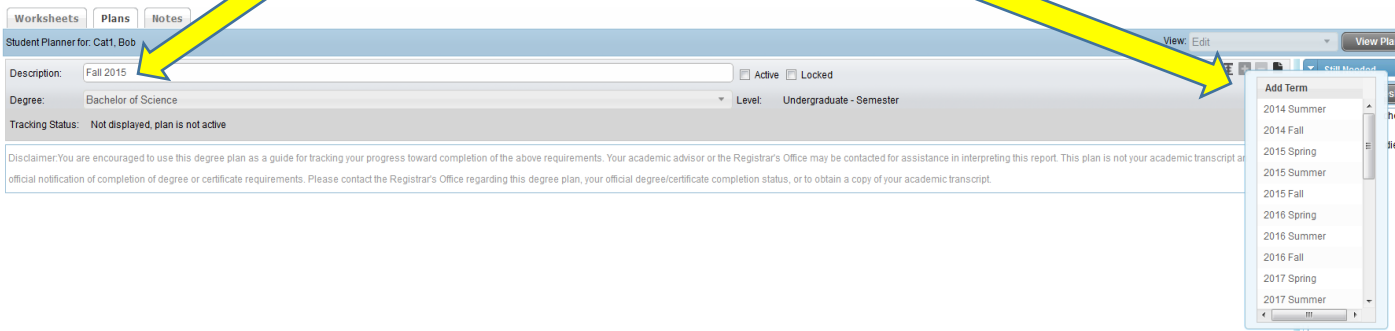
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# Blank Plan vs. Template



If no Plans exist or you wish to create a New Plan, you will be prompted to Create a New Plan. Select from either a "Blank Plan" or "Select Template". A blank plan is a plan built from scratch for one or more terms, whereas a template is from one of MSU's degree programs. Proceed to the next steps for creating a Blank Plan. See separate instructions for using Templates.

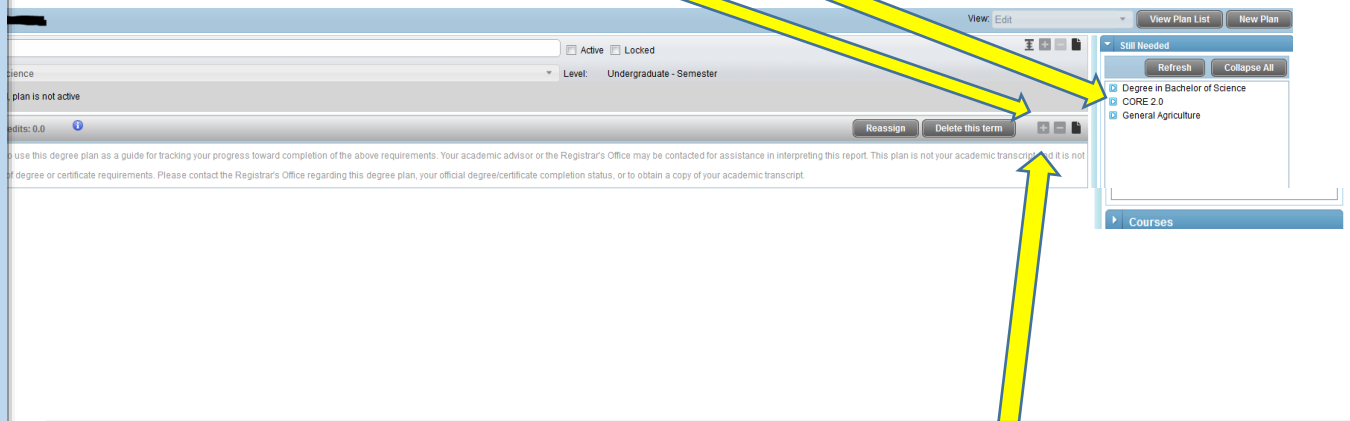
When creating a Blank Plan, enter a description of the Plan, then click the + icon to add the term for which you are planning.



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Once you have entered a description for the Plan and selected a term, you are ready to add requirements to the term. There are multiple ways to add requirements to a term. You can select a requirement from the term's + icon, or you can click and drag specific courses from the Still Needed or Master course lists on the right side of the screen into the term.

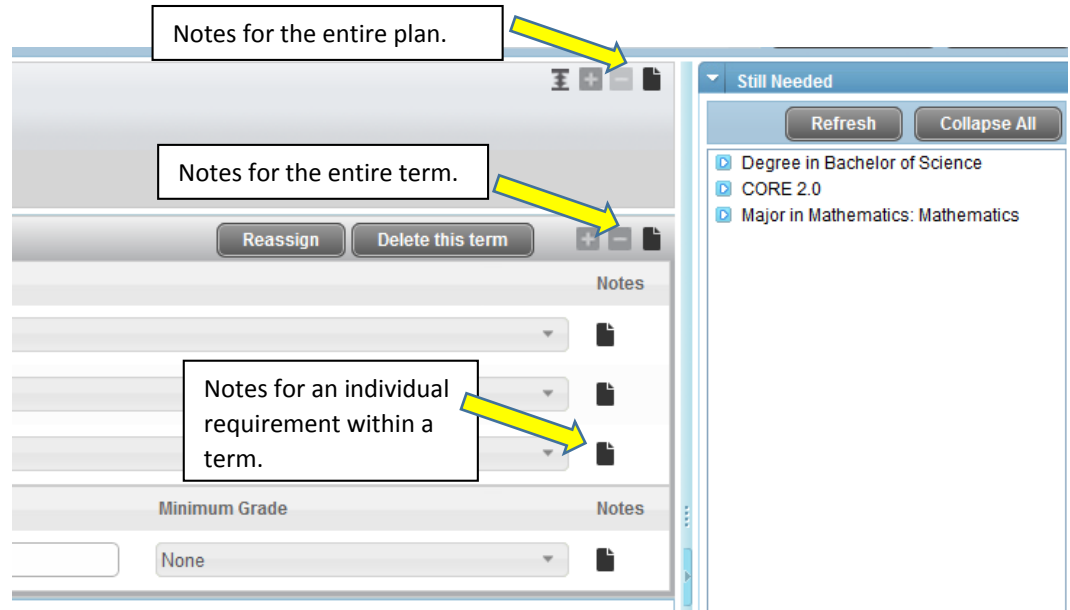




1. To select a requirement from the term's + icon, choose from Choice, Course, GPA, Non-Course requirement, Placeholder, or Test Score.
  - a. *Choice* allows you to enter a course among one or more options. You can select options for a specific course or select options among CORE categories by using Attributes.
  - b. *Course* allows you to type a specific course into that term. Note: the course must be typed exactly as it appears in the course list, including CORE abbreviation.
  - c. *GPA* allows you to specify a GPA requirement for that term.
  - d. *Non-course requirement* allows you to select from non-course options needed for graduate students.
  - e. *Placeholder* requirement allows you to enter notes about a requirement for that term.
  - f. *Test score* allows you to specify a test score requirement for that term.
2. To select a requirement from one or more course lists on the right side of the screen, select from CORE 2.0 requirements, Major requirements, Minor requirements, Honors requirements; or select from the Master List of all MSU courses. Upon finding the course, click and drag it into the term box.

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Advisors can add notes to an individual requirement within a term, to the term as a whole, or to the entire Plan. Note: students can view notes but cannot enter notes themselves. Hint: Advisors may use Notes to include student's registration PIN.



Advisors: to add a note, click on the  icon to open it, then click "Add Note". Upon completing the note, click "Done". When a note is entered, the solid icon turns to one with lines  and can be opened by an advisor or student to read fully, or hovering over it will display the first few words of the note.

Student Planner for: [redacted] View: Notes View Plan List New Plan

2016 Spring, Total Credits: 13.0

Critical	Course Requirement	Minimum Grade	Credits	Notes
	<u>CHMY 294</u>		1.0	
	CHMY 294 may be taken during the spring of the freshmen or sophomore year.			
	Holmgren, Steven   2015-07-14 09:16:23			
	CHMY 143 or CHMY 153		4.0	
	M 172Q or M 182Q		4.0	

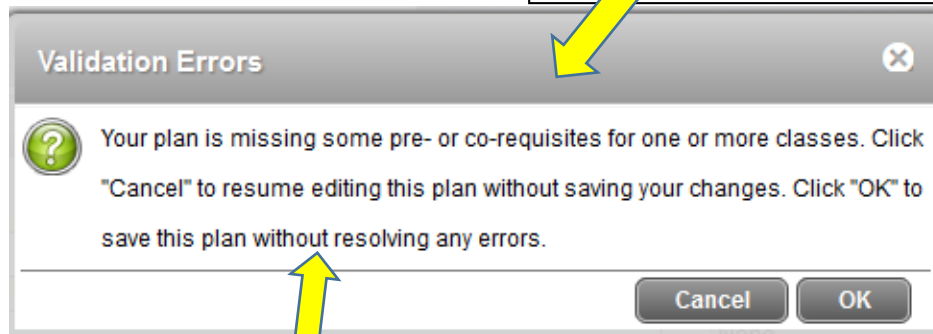
Back on the Plans homepage, the Notes view displays a summary of all notes entered for that Plan.

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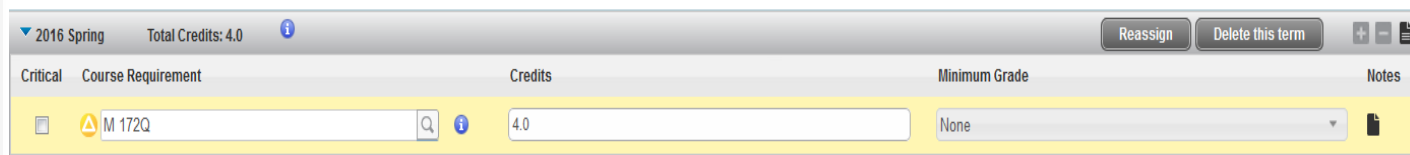
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Be sure to Save the Plan periodically.

If the plan is missing some pre- or co-requisites for one or more courses, this Validation Error will appear upon clicking Save:



As the error message states, you can click 'Cancel' to go back into the Plan to see which courses within the Plan have missing pre- or co-reqs and resolve the error. Or, an advisor can continue without resolving the error by clicking OK. Note: students don't have the ability to save their plan without resolving pre- or co-req errors; they must resolve the error before being able to save.



Upon clicking 'Cancel' to view and resolve the error, you will see a yellow warning symbol, whereby you can hover over it to view the specifics of the pre- or co-req error and edit the plan accordingly to include the pre- or co-req.

Note for Advisors: the yellow warning symbol will only appear once with the indication to fix the error. Upon saving without fixing the error, the warning will disappear. But for the student who is building or editing a plan, the yellow warning symbol will always appear.

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2017 Spring Total Credits: 16.0

Reassign Delete this term

Critical	Course Requirement	Credits	Minimum Grade	Notes
	CHMY 121IN	4.0	None	
	M 121Q	3.0	None	
	BIOB 110CS	3.0	None	
	ANTY 351	3.0	None	
	HSTR 417	3.0	None	

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 Registrar's Office may be contacted for assistance in interpreting this report. This plan is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree plan, your official degree/certificate completion status, or to obtain a copy.

Last updated by: Bobcat Spirit T on 16-Sep-2015

Audit

Audit from the Plan is a way to ensure the requirements entered into the Plan match what is required for the degree program.

Planned courses will display in blue on the Plan Audit.

Catalog Year: 2014-2015

Block for requirements that also fulfill CORE 2.0 requirements					
Minor (US)	COM 110US	Public Communication	B+	3	2014 Summer
Writing (W)	WRIT 101W	College Writing I	B	3	2014 Fall
Reasoning (Q)	M 121Q	College Algebra	PLAN	(3)	2017 Spring
	NASX 105D	Intro Native Amer Studies	A	3	2014 Summer
Requirements & Inquiry Nat Sci or Permitted Subs					
One CS and one IN) or (any two Permitted Substitutions)					
Substitutions for (CS) & (IN)	CHMY 121IN	Intro to General Chemistry	PLAN	(4)	2017 Spring
	ERTH 101IN	Earth System Sciences	C	4	2015 Spring
Arts (IA)	ARTH 201IA	Art of World Civilization II		(4)	2015 Summer
Humanities (IH)	FILM 101IH	Understanding Film and Media	PLAN	(3)	2016 Fall
Social Science (IS)	SOCI 101IS	Introduction to Sociology	C-	3	2014 Fall
Requirements (R, RN, RA, RS, RH)	Still Needed: 3 Credits in @@ with Attribute R or @ with Attribute RN or @ with Attribute RA or @ with Attribute RS or @ with Attribute RH				
Anthropology					
Catalog Year: 2014-2015					
GPA: 1.700					
Requirements for this set of requirements: Minimum Credits unsatisfied					
Anthro & Human Experience	ANTY 101D	Anthro and Human Experience	C-	3	2014 Fall
History	ANTY 215IS	Human Prehistory	PLAN	(3)	2016 Spring
Language & Society	ANTY 225IS	Culture, Language, and Society	C-	3	2015 Spring
Anthropology	Still Needed: 1 Class in ANTY 313				
Linguistics or Language & Culture	Still Needed: 1 Class in ANTY 472 or 473				

Note: the Plan Audit cannot be saved; the student's worksheet remains the most accurate checklist of requirements.

Auditing a Plan

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# Locking & Activating a Plan

The screenshot shows a web application window titled "Student Planner for: Bobcat, Spirit T". In the top right corner, there are "View:" and "Edit" buttons. The main content area has a "Description:" field containing "Spring 2016" and a "Degree:" field containing "Bachelor of Science". To the right of the "Description:" field are two checkboxes: "Active" (unchecked) and "Locked" (checked). Below the "Degree:" field, there is a "Level:" dropdown menu showing "Undergraduate - Semester". Two yellow arrows point from text boxes below to the "Active" and "Locked" checkboxes.

The 'Active' box allows for a plan to be tracked with the student's worksheet and/or audit.

An advisor can 'Lock' a Plan. Use the Locked check box if you want to Lock this plan for advising records and prevent a student from being able to alter it. Also, locking and activating a plan will allow the plan to be sent to CatCourse where the student will register for courses.