

Using DegreeWorks Plans (for Advisors & Students)- Templates

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".

MONTANA STATE UNIVERSITY

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

MSU Bozeman

Student View	AC058Title 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

Beginning/Editing a Plan

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

Spring 2016 | Active: Yes | Status: LOCKED | Tracking Status: Not Tracked

Degree: Bachelor of Science | Level: Undergraduate - Semester

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

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 202BA 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), they 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

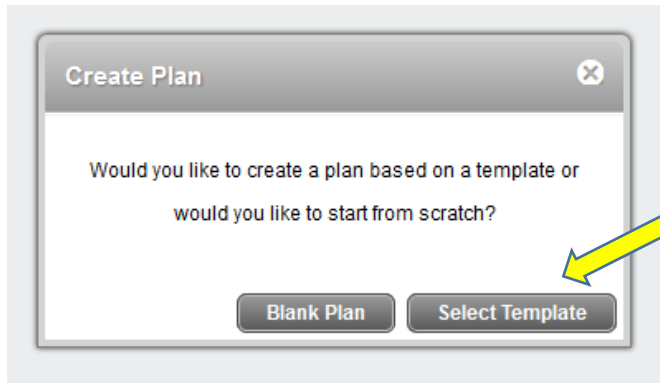
Student Planner for: Cat1, Bob | View: Select | New Plan

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

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Blank Plan vs. Template



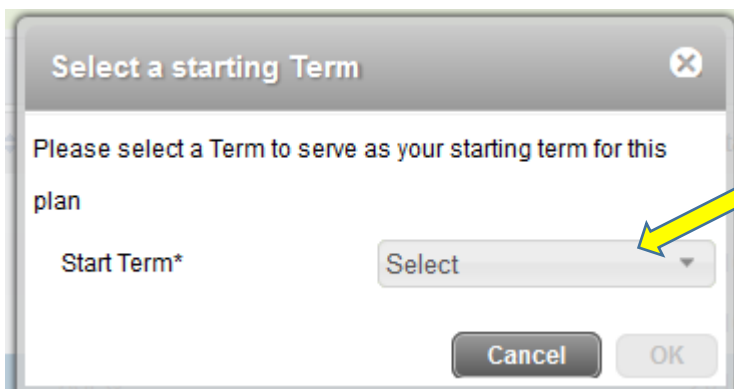
If no Plans exist or you wish to create a New Plan, you will be prompted to Create a New Plan. Select from either a “Blank Plan” or “Select Template”. A blank plan is a plan built from scratch for one or more terms, whereas a template is from one of MSU’s degree programs. Proceed to the next steps for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

To select a template from the list of MSU’s degree programs, you can scroll through the list of templates to find the appropriate one, or enter a keyword or phrase in the ‘Search by Template Description’ box, then click “Go”. Notice many Templates have multiple Math starts. Upon finding the appropriate template, double click on it to open.

Browse Templates

Search by Template Description Filter:

Description	College	Major	Catalog Year
Agricultural Business- Agribusiness Management 2015-2016	AG	AGBU	2016
Agricultural Education - Broadfield Teaching Option 15-16 M=145Q start	AG	AGET	2016
American Studies	LS	AMER	2016
Animal Science-Equine Science 15-16 Math =level 3	AG	ASEQ	2016



Next, you will be prompted to select a starting term. Choose the term for which you would like the degree program to begin, then click “OK”.

Note: most templates are intended to be a Fall term start.

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Note: Templates are the department's recommended order of courses to take each term. However, once a template has been selected in DegreeWorks Plans, as it appears below, it can now easily be edited and personalized for the student.


Editing/Personalizing a Template

The screenshot shows a degree plan for 'Earth Sciences- Geology Option (M 171 start) 2015-2016'. It displays several terms with their respective course requirements. A yellow arrow points to the '+ -' icon in the top right corner of a term's requirement list, which is used to add or remove requirements.

To move existing courses into another term, simply move your cursor to the blank area directly surrounding a requirement (shown in blue), then click and drag the entire line to the desired term.

To add new requirements to the 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.

This close-up shows a term with a total of 18.0 credits. The requirement 'M 172Q' is highlighted in blue. A yellow arrow points to the blue highlight, and another yellow arrow points to the '-' icon in the top right corner, which is used to delete a requirement.

To delete a requirement from a term, click on the appropriate requirement until it is highlighted in blue, then click the  icon.

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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.

Notes for the entire plan.

Notes for the entire term.

Notes for an individual requirement within a term.

Still Needed

- Degree in Bachelor of Science
- CORE 2.0
- Major in Mathematics: Mathematics

Reassign Delete this term

Notes

Minimum Grade

None

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 Pla

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	

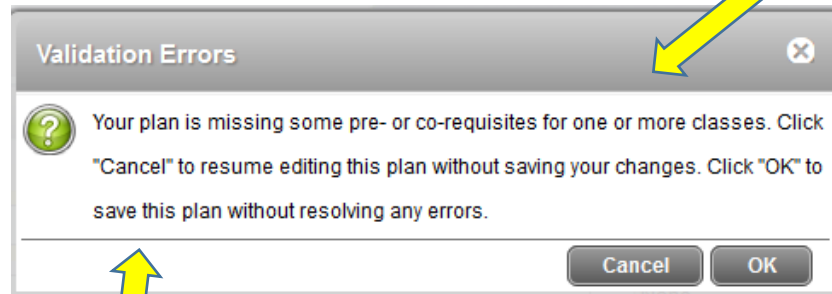
Back on the Plans homepage, the Notes view displays a summary of all notes entered for that Plan.

Using Plan Notes

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Pre- or Co- Requisite Errors

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.



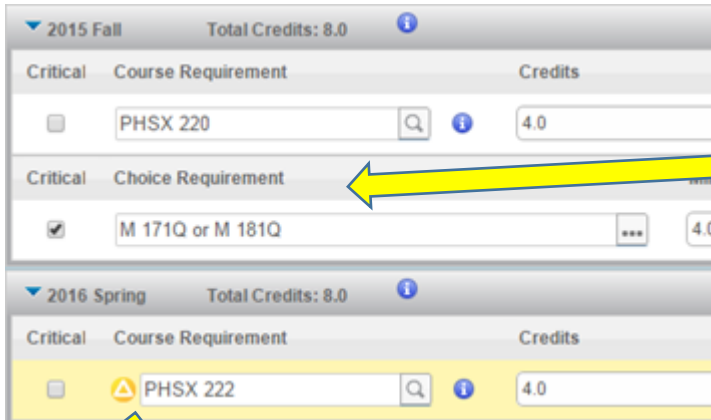
Upon clicking 'Cancel' to view and resolve the error, you will see a yellow warning symbol, whereby you can hover over it to view the specifics of the pre- or co-req error and edit the plan accordingly to include the pre- or co-req.

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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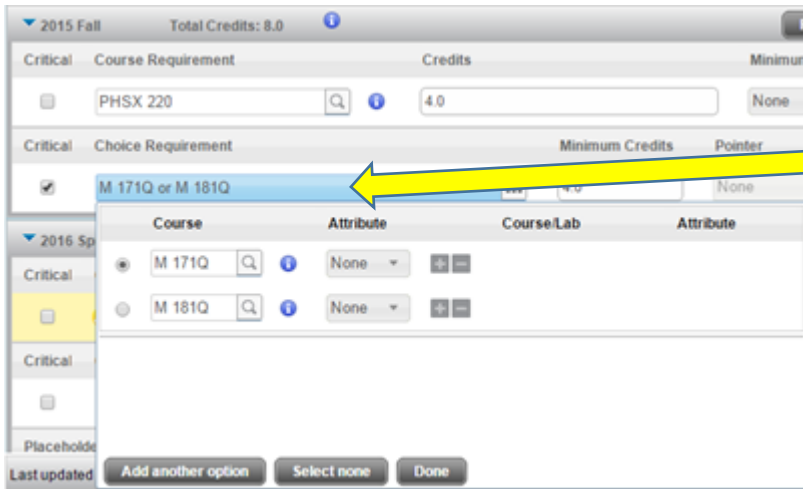
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Pre- or Co- Requisite Errors

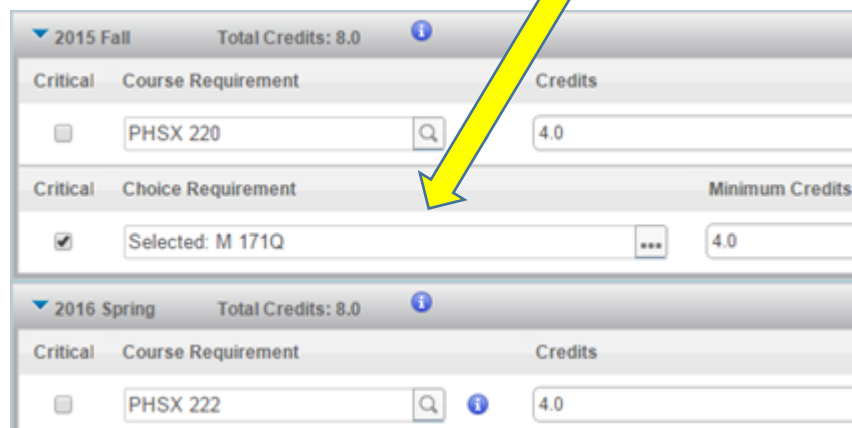


The pre-requisite for PHSX 222 is PHSX 220 or PHSX 224; M 171Q or M 181Q. Co-Requisite : M 172Q or M 182Q.

Note for Students: DegreeWorks does not recognize courses on a Choice Requirement as courses that are planned to be taken, so the Validation Error will also appear if a pre- or co-requisite is listed as a Choice.



To resolve this error, doubleclick to open the Choice Requirement, then select one of the choices by clicking the appropriate radial button, then click "Done". The Plan will now indicate the selected choice, but the choices still appear if you change your mind later. Now you can Save the Plan without pre- or co-req errors.



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Auditing a Plan

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

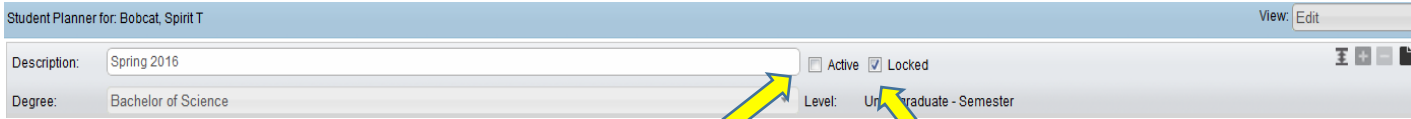
Planned courses will display in blue on the Plan Audit.

Plan Audit					
CORE 2.0 Catalog Year: 2014-2015					
Check your Major Block for requirements that also fulfill CORE 2.0 requirements					
<input checked="" type="checkbox"/>	University Seminar (US)	COM 110US	Public Communication	B+	3 2014 Summer
<input checked="" type="checkbox"/>	College Writing (W)	WRIT 101W	College Writing I	B	3 2014 Fall
<input checked="" type="checkbox"/>	Quantitative Reasoning (Q)	M 121Q	College Algebra	PLAN (3)	2017 Spring
<input checked="" type="checkbox"/>	Diversity (D)	NASX 105D	Intro Native Amer Studies	A	3 2014 Summer
Contemp Issues & Inquiry Nat Sci or Permitted Subs					
Choose either (one CS and one IN) or (any two Permitted Substitutions)					
Permitted Substitutions for (CS) & (IN)					
<input checked="" type="checkbox"/>	CHMY 121IN	Intro to General Chemistry		PLAN	(4) 2017 Spring
<input checked="" type="checkbox"/>	ERTH 101IN	Earth System Sciences		C	4 2015 Spring
<input checked="" type="checkbox"/>	ARTH 201IA	Art of World Civilization II			(4) 2015 Summer
<input checked="" type="checkbox"/>	FILM 101IH	Understanding Film and Media		PLAN	(3) 2016 Fall
<input checked="" type="checkbox"/>	Inquiry to Social Science (IS)	SOCI 101IS	Introduction to Sociology	C-	3 2014 Fall
<input type="checkbox"/>	Research Core (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			
Major in Anthropology Catalog Year: 2014-2015 GPA: 1.700					
Unmet conditions for this set of requirements: Minimum Credits unsatisfied					
<input checked="" type="checkbox"/>	Anthropology & Human Experience	ANTY 101D	Anthro and Human Experience	C-	3 2014 Fall
<input checked="" type="checkbox"/>	Human Prehistory	ANTY 215IS	Human Prehistory	PLAN	(3) 2016 Spring
<input checked="" type="checkbox"/>	Culture, Language & Society	ANTY 225IS	Culture, Language, and Society	C-	3 2015 Spring
<input type="checkbox"/>	Biological Anthropology	Still Needed: 1 Class in ANTY 313			
<input type="checkbox"/>	Descriptive 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.

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Locking & Activating a Plan



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.