

# Degree Works User Guide

Faculty and staff

Summer B Rather

LAMAR UNIVERSITY



RECORDS & REGISTRATION

**LAMAR UNIVERSITY**

# DegreeWorks 5.0.3.1 Guide

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# DegreeWorks 5.0.3.1 Guide

## Introduction

DegreeWorks has a new improved modern design, feel and navigation capabilities! We are now on version 5.0.3.1

Video training will be offered through Blackboard as a course from August 3, 2020 to August 31, 2020. After initial training, the courses will be offered to new faculty and staff or those transferring from one department to another and require access to DegreeWorks.

This guide and refresher videos will be available on the DegreeWorks page on lamar.edu.

If you are viewing this guide and have not been granted access to DegreeWorks, complete the request form on the DegreeWorks page on lamar.edu.

## URLs

[Banner.lamar.edu](http://Banner.lamar.edu) – to use this URL you will need to be on campus or sign-in to VPN

[LU Connect](#) – Self-Service Banner (SSB) found using this link

[DegreeWorks](#) – web page on lamar.edu

[DegreeWorks Request Form](#) – if you need access to DegreeWorks, have an issue signing in, see a discrepancy or have changes that needs to be made, use this protected form to complete requests

## Contact

Summer Rather

Assistant Registrar

DegreeWorks Administrator

[degreeaudit@lamar.edu](mailto:degreeaudit@lamar.edu)

Emergency DegreeWorks Issue [srather@lamar.edu](mailto:srather@lamar.edu)

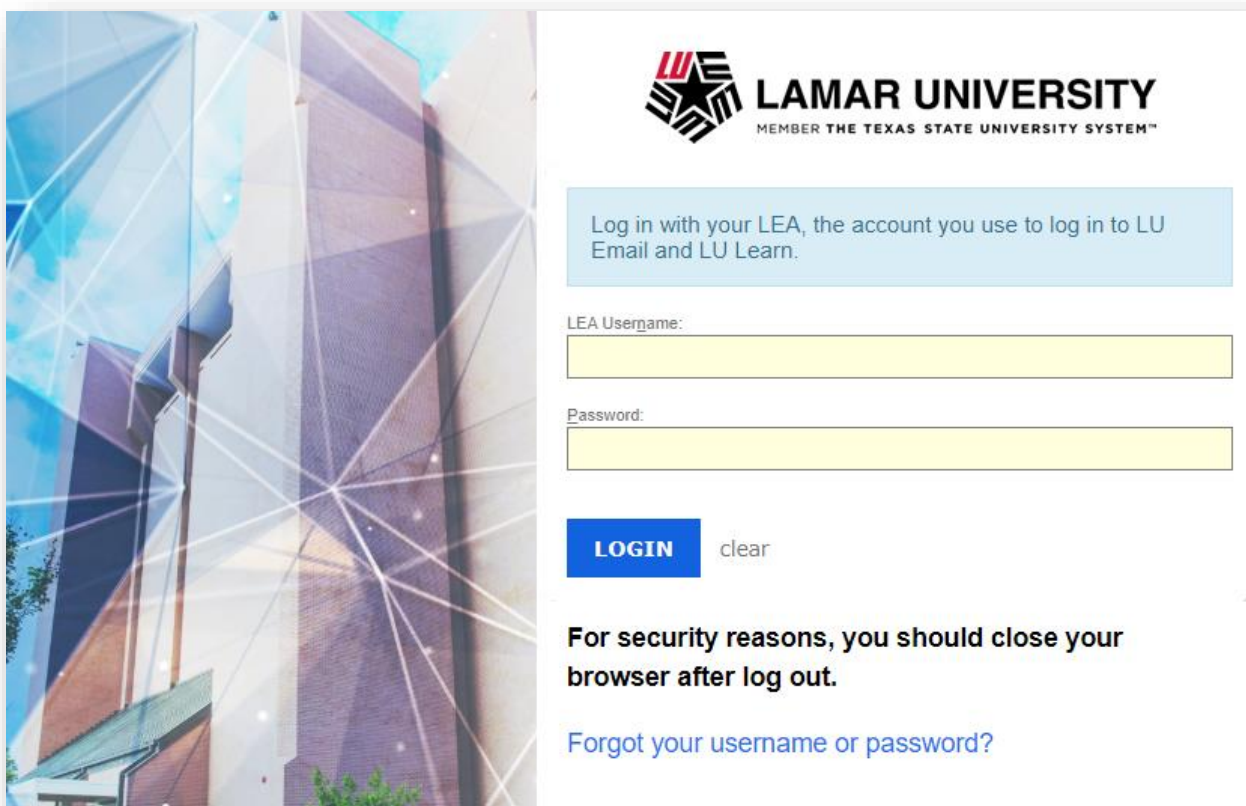
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## SINGLE SIGN ON (SOS)

Signing into DegreeWorks has become easier. Whether you go through Self-Service Banner (SSB) or Tri-Campus Banner Links, you will sign in using Single Sign On (SSO).

What is “Single Sign On” you may ask?

By using your LEA, the account you use to log in to your LU email with, you will be able to access applications like Banner and DegreeWorks.



 **LAMAR UNIVERSITY**  
MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

Log in with your LEA, the account you use to log in to LU Email and LU Learn.

LEA Username:

Password:

**LOGIN** clear

**For security reasons, you should close your browser after log out.**

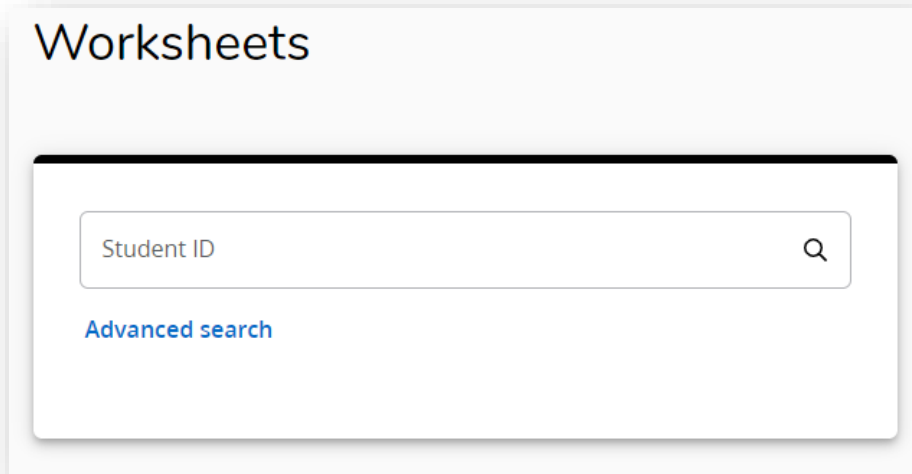
[Forgot your username or password?](#)

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## WORKSHEETS

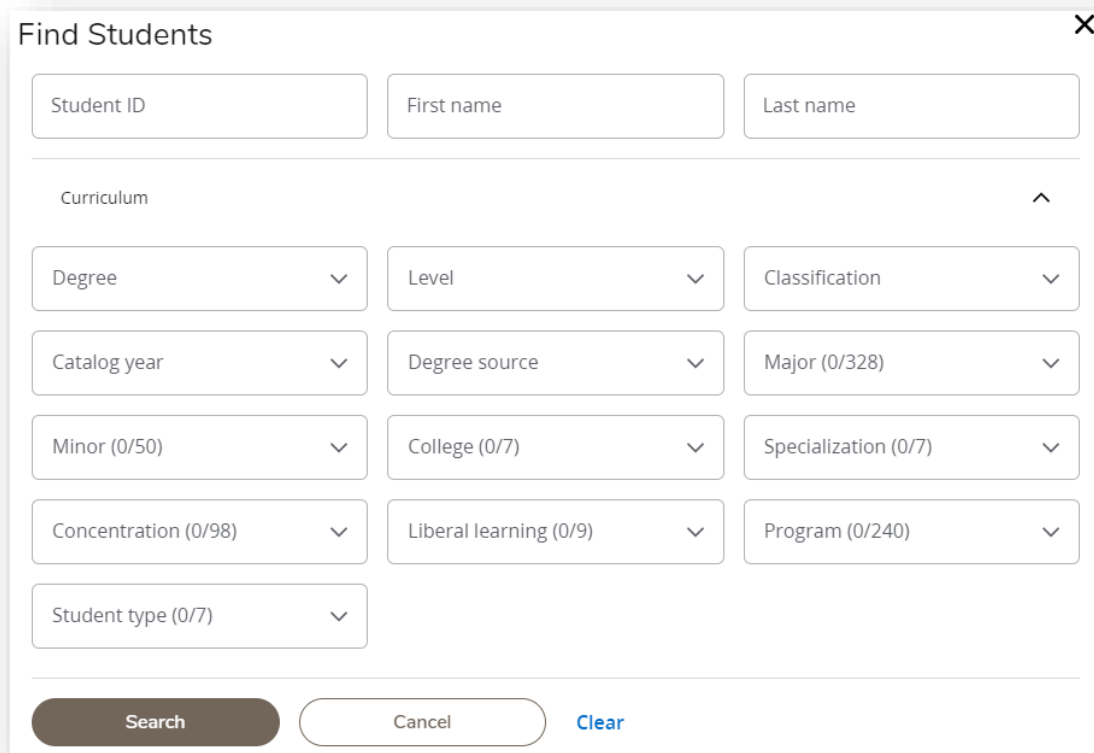
### Search for Student

Once signed in you will be brought to Worksheets, where you can search by Student ID or you can complete an Advanced Search.



The screenshot shows a window titled "Worksheets". Inside the window, there is a search bar with the placeholder text "Student ID" and a magnifying glass icon on the right. Below the search bar, there is a blue link labeled "Advanced search".

If you know the student's ID, you can enter it in the Student ID field. If you do not know the ID, then you can search by clicking on Advanced Search.



The screenshot shows a window titled "Find Students" with a close button (X) in the top right corner. The window contains several search fields:

- Student ID
- First name
- Last name

Below these fields is a section titled "Curriculum" with an upward-pointing arrow. This section contains several dropdown menus:

- Degree
- Level
- Classification
- Catalog year
- Degree source
- Major (0/328)
- Minor (0/50)
- College (0/7)
- Specialization (0/7)
- Concentration (0/98)
- Liberal learning (0/9)
- Program (0/240)
- Student type (0/7)

At the bottom of the window, there are three buttons: "Search" (dark grey), "Cancel" (white with grey border), and "Clear" (blue text).

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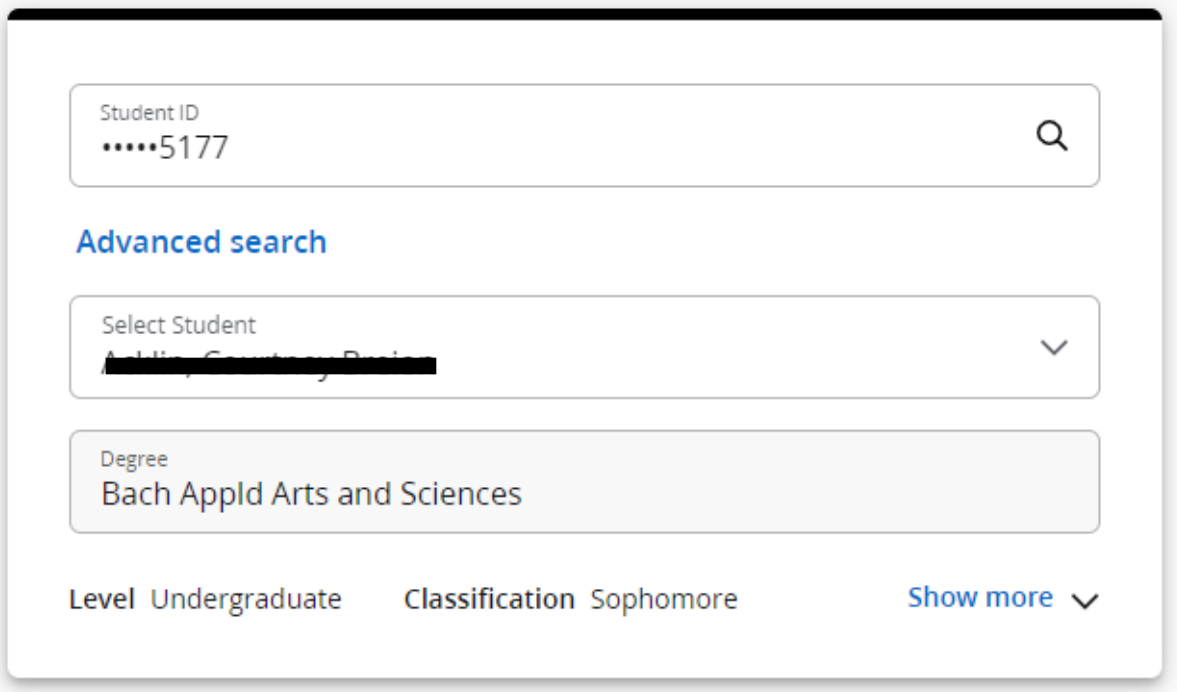
## Advanced Search

Search for single student

- Student ID
- First and/or last name

Search for a single student or a group of students using curriculum information

- Degree
- Level
- Classification
- Catalog year
- Degree source
- Major
- Minor
- College
- Concentration
- Student Type



The screenshot shows the 'Advanced search' section of the DegreeWorks interface. It features a search bar at the top with the text 'Student ID' and '.....5177' entered, and a magnifying glass icon on the right. Below this is the heading 'Advanced search' in blue. Underneath is a dropdown menu labeled 'Select Student' with a downward arrow and a redacted selection. Below that is a dropdown menu labeled 'Degree' with the selection 'Bach Appld Arts and Sciences'. At the bottom, there are two more dropdowns: 'Level Undergraduate' and 'Classification Sophomore', followed by a 'Show more' link with a downward arrow.

If you choose to search for a group of students, an additional section will appear on the Worksheet so you can select a student from the list of students

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## ACADEMIC

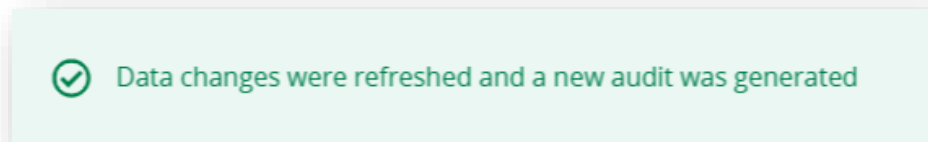
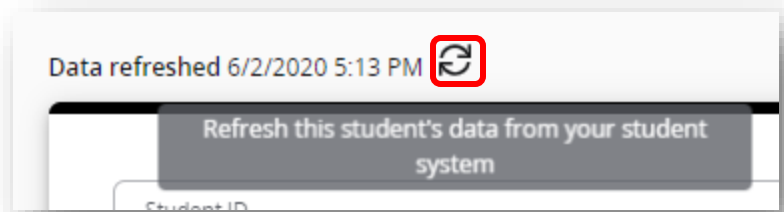
### Student View

After choosing a student you will be in the Student View of the audit.

### Refresh

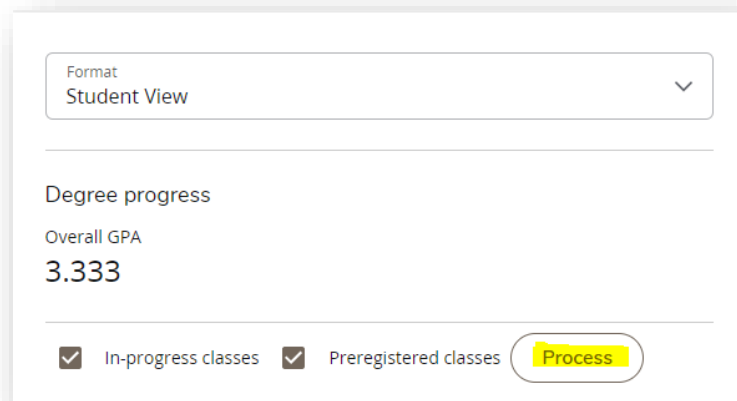
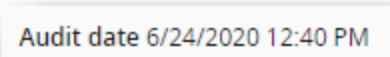
To Refresh data, you will click on the arrows.

The audit will refresh and provide a message similar to the one here. The data refresh date and time will change also.



### Process

To Process an audit, you will click on Process, as seen here. Once process is complete the Audit date will update.



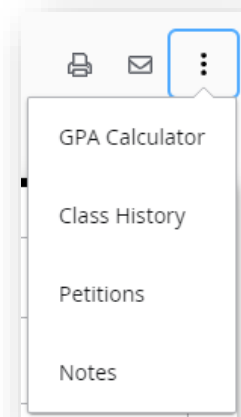
### Tools

- Email
- Print/PDF

Click on the three dots to see:

- GPA Calculator
- Class History
- Petitions
- Notes

*Each of these sections will be discussed further in the guide*





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## Student Information Card

Student Info Card includes:

- Student ID
- Student Name or Select Student when choosing a group of students
- Degree
- Level
- Classification
- Major
- Concentration
- Minor
- College

The screenshot shows a search interface for a student's information. At the top, there is a search bar for the Student ID, with the value '.....8199' entered. Below this is an 'Advanced search' section with three main filters: 'Select Student' (a dropdown menu with a blacked-out selection), 'Degree' (a dropdown menu with 'Bach Appld Arts and Sciences' selected), and a row of filters for 'Level Undergraduate' and 'Classification Senior'. Below these are 'Major Applied Arts and Sciences ABAS', 'Program BAAS in Applied Arts and Sciences (AP)', and 'College College of Arts and Sciences'. A 'Show less' button is located at the bottom right of the filter section.

*In mobile view you can show more or less*

## Multiple Degrees

If a student has multiple degrees, they will be found under Degree in the Student Info Card, as a drop down.

## Historical Audit

You can now view an historic audit. These audits are older audits of the plan. For instance, if you ran a new audit the older audit would be viewable here. You can normally see up to 3 historical audits.

The screenshot shows a dropdown menu with the text 'View historic audit' and a downward-pointing chevron icon on the right side.

The screenshot shows a list of two historical audits. Each entry consists of a date and time followed by the text 'UG/BAAS'. The first entry is '6/24/2020 at 12:40 PM UG/BAAS' and the second is '6/24/2020 at 12:01 PM UG/BAAS'.

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## Format

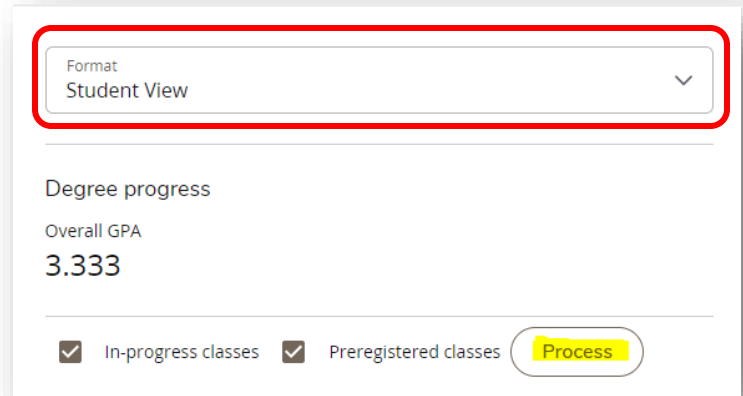
There are additional formats of the Academic Audit

- Student View (default)
- Registration Checklist
- Graduation Checklist

In addition to choosing a format you can also view the overall GPA for the degree, Degree progress (image to come), Remove In-progress and Pre-registered classes and Process an audit.

If you would like to change the format of the audit to the Registration or Graduation checklist, you will need to choose the format then click on Process.

If you want to remove In-progress and Pre-registered classes, you will need to uncheck the boxes and click on Process.



The screenshot shows a user interface for DegreeWorks. At the top, there is a dropdown menu labeled 'Format' with 'Student View' selected. Below this, the 'Degree progress' section displays the 'Overall GPA' as '3.333'. At the bottom, there are two checkboxes: 'In-progress classes' and 'Preregistered classes', both of which are checked. To the right of these checkboxes is a yellow 'Process' button.

## Cards

In our previous version of DegreeWorks, we called each section of the audit blocks, we will now call them Cards. These cards can all be expanded or collapsed. Cards will show Incomplete, Complete, or See Advisor (nearly complete).

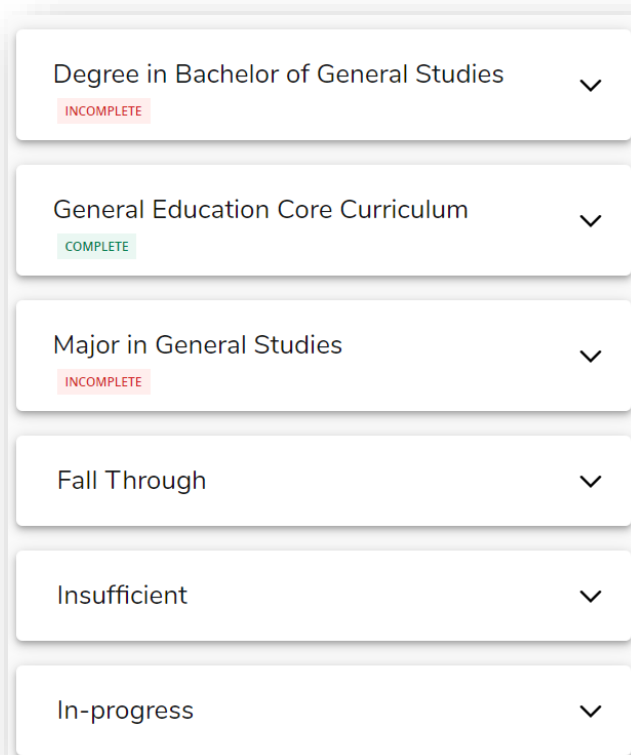
- Degree card
- General Core card
- Major card

If applicable:

- Honor card
- Graduation card
- Concentration card
- Minor card
- Electives card

Additional Cards:

- Fall Through
- Insufficient
- Not Applicable
- In-progress/Pre-registered





The screenshot shows a vertical list of audit cards. Each card has a title, a status indicator, and a dropdown arrow. The cards are: 'Degree in Bachelor of General Studies' with a red 'INCOMPLETE' tag; 'General Education Core Curriculum' with a green 'COMPLETE' tag; 'Major in General Studies' with a red 'INCOMPLETE' tag; 'Fall Through'; 'Insufficient'; and 'In-progress'.

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## Requirements

In each card there are requirements that need to be fulfilled. When a requirement is still needed it will have a red circle next to the requirement and the statement **STILL NEEDED** will be visible.

 College Physics I **STILL NEEDED:** 1 Class in [PHYS 1401](#) 


When the requirement has been fulfilled the circle will change to green with a check mark.

 Microbiology BIOL 2420 **MICROBIOLOGY**

## Courses

Courses that are still needed will be blue. If you click on the course a Course Information pop-up box will appear. This box will provide a description of the course, any prerequisites needed, attributes (if applicable), Sections available, and transfer equivalences.

**STILL NEEDED:** 1 Class in [BIOL 3470](#) 

 If you click on a range of courses, like BIOL 3000:4999. The course information will provide info on all courses that fall in this range.

### Course Information

#### PHYS 1402 - 0 Credits - College Physics II

A continuation of College Physics I, PHYS 1401. Prerequisite: PHYS 1401 Offered: Fall, Spring, Summer

#### Prerequisites:

PHYS 1401 with a minimum grade of C or PHY 141 with a minimum grade of C

#### Attributes:

090N 030N 030

#### Sections:







Term	CRN	Section	Seats open	Meeting times
Fall 2020	10302	01	16 (out of 48)	Tu Th 09:35am - 10:55am
Fall 2020	10303	11	8 (out of 24)	Th 11:10am - 01:10pm
Fall 2020	10304	12	8 (out of 24)	Th 01:30pm - 03:30pm
Spring 2021	10178	01	49 (out of 49)	To be announced
Spring 2021	10179	11	25 (out of 25)	To be announced
Spring 2021	10180	12	24 (out of 24)	To be announced

#### Transfer equivalences for PHYS 1402

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## Legend

### Legend

-  Complete
-  Not complete
-  Complete except for classes in-progress
-  Nearly complete - see advisor
-  Prerequisite
-  Any course number

## Disclaimer

### Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Contact your academic advisor for assistance in interpreting this report or regarding your official degree/certificate completion status. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. An official academic transcript can be obtained through Self-Service Banner. If you have a question about your official transcript please contact the Records office by email transcripts@lamar.edu, by phone (409) 880-8365 or by visiting the Wimberly building, RM 112.

## WHAT-IF ANALYSIS

What-If audits allow you to process speculative degree audits for a student using their current class history. To access the What-if analysis, click on What-If found under the Student Info card.

### What-If Analysis

Use current curriculum

Program

Level\*  
Undergraduate

Degree\*  
Bachelor of Science

Catalog year\*  
2020-2021

Areas of study

Major (0/200)

Minor (0/48)

Concentration (0/56)

Future classes

Subject

Number

Add

In-progress classes  Preregistered classes

Process Reset

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## Processing a What-If Analysis – Future Classes

If you want to only see how future courses pull into a student's current curriculum, click on the box next to "Use current curriculum" and enter the classes the student may be interested in.

### What-If Analysis

Use current curriculum

Future classes

Enter the course and click on Add

Subject: CHEM  
Number: 3312  
Add

In-progress classes  Preregistered classes

Process Reset

It will look like this once the course(s) has been added, click on Process once you have added

Subject:   
Number:   
Add

CHEM 3312 X


In-progress classes  Preregistered classes

Process Reset

the course(s) you would like to view.

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The course(s) will look like this on the What-If.

	Organic Chemistry II and Lab	CHEM 3312	Organic Chemistry II	PLAN	(3)	PLANNED
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## Processing a What-If Analysis – Major

Using the Program and Areas of Study, you can see how a student will fair in a different field of study. When choosing a major, concentration, or minor make sure that you are choosing the most recent catalog. If you are looking at a newer major, concentration, or minor, they may not be available on the student's current year. Below is an example of reviewing a Bachelor of General Studies, under the 2020-2021 catalog. You will need to choose the following

- Degree
- Catalog
- Major
- Minor (optional)
- Concentration (optional)

Program

Level * Undergraduate	Degree * Bachelor of General Studies	Catalog year * 2020-2021
--------------------------	---	-----------------------------

Areas of study

Major (1/200) General Studies GENS	Minor (0/48)	Concentration (0/56)
---------------------------------------	--------------	----------------------

Once you pick your options, click on Process. A What-if will be generated.

If you would like to do a What-if for a dual or double major, you can choose more than one major.

Click on Process for a What-if will generate.

ACCT Accounting	<input type="checkbox"/>
AGBB General Business	<input checked="" type="checkbox"/>
AGBE Entrepreneurship	<input checked="" type="checkbox"/>
MGMT Management	<input type="checkbox"/>

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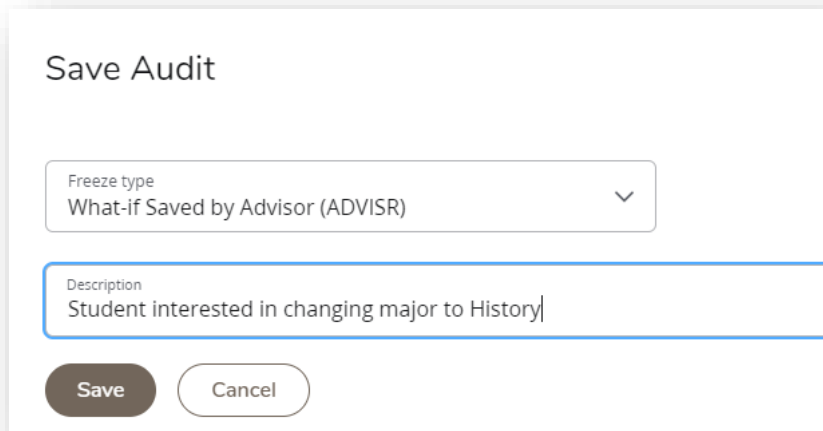
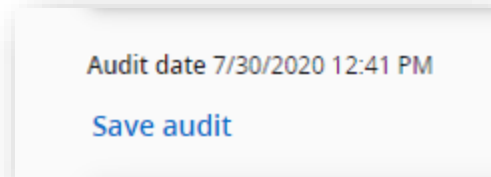
## Historic What-If Audit

When a What-if audit is generated you can save it. Click on “Save Audit”.

A pop-up box will appear, choose the Freeze Type “What-if Saved by Advisor”.

Enter a description, example “Student interested in changing major to History”

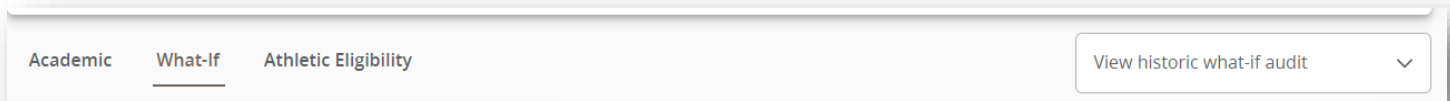
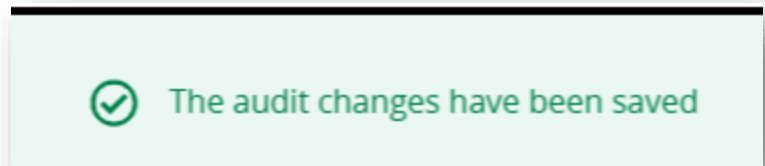
Click on Save.



An alert will appear, “The audit changes have been saved”. Click on X to remove the alert.

You can now see the saved audit in “View historic what-if audit”.

Click on the drop down to see a list of audits, including the saved audit. From here you can click on the audit to see the What-if.

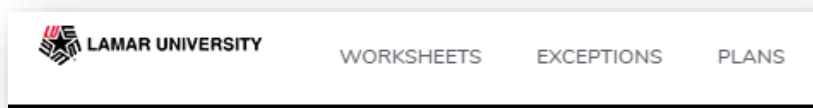


7/30/2020 at 12:41 PM UG/BBA ADVISR Student interested in changing major to History
7/30/2020 at 12:41 PM UG/BBA
7/30/2020 at 12:36 PM UG/BGS

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## EXCEPTIONS

The exceptions function allows users to apply or remove exception to the requirements for degree completion for a specific student. If you have access to exceptions, you will see Exceptions across the top of your Dashboard.

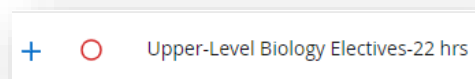


## How to do a Basic Exception

Click on Exceptions at the top of the Dashboard. You are now in the Exceptions Worksheet. This will be evident because you will see + symbols next to each requirement.

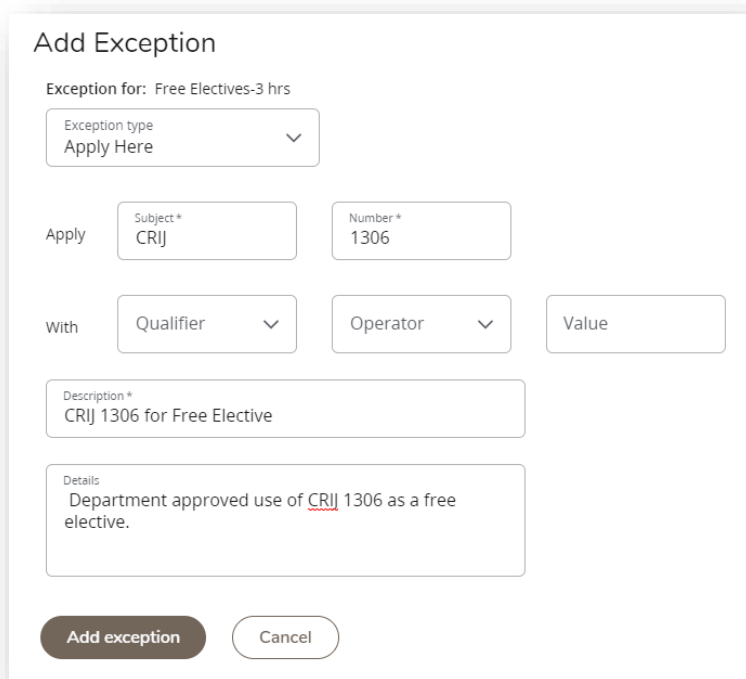
There are two steps to applying an exception: entering the details for the selected exception type and selecting the requirement to which the exception should be applied.

1. Click on the + to add an exception. A pop-up box will appear.
2. Choose the Exception Type: APPLY HERE\*
3. Apply the Subject and Number
4. Enter the Description\*\*
5. Enter any additional Details (optional).
6. Click on Add Exception



*\*This is the **ONLY** exception type that advisors will use, all other exceptions are managed by the DegreeWorks Administrator and should not be used unless access has been granted and training has been provided.*

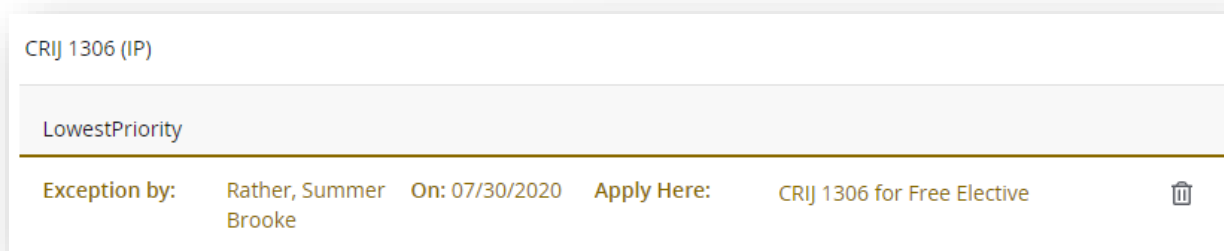
*\*\*Descriptions are required. You must provide a detailed description i.e. BIOL 2401 aprvd for BIOL 1406.*



The 'Add Exception' form includes the following fields and options:

- Exception for: Free Electives-3 hrs
- Exception type: Apply Here (dropdown)
- Apply: Subject\* (CRIJ), Number\* (1306)
- With: Qualifier (dropdown), Operator (dropdown), Value (text box)
- Description\* (CRIJ 1306 for Free Elective)
- Details (Department approved use of CRIJ 1306 as a free elective.)
- Buttons: Add exception, Cancel

The Exception will automatically save and will look like this...



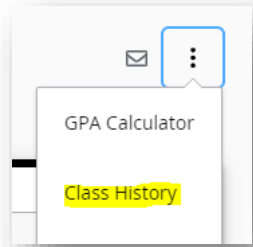


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When you hover over the exception description a pop-up of additional detail will appear, as seen here.

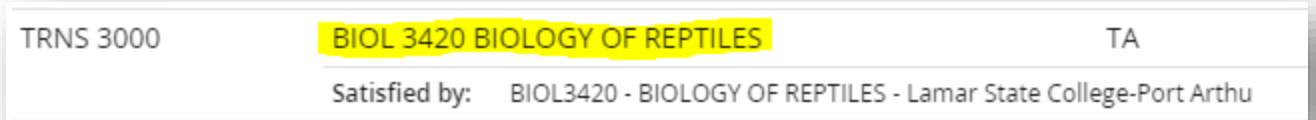


## How to do a TRNS Exception



Before entering an exception copy title of TRNS course. This can be done from the Course History Report found by clicking on the 3 dots and clicking on “Class History”. Once in Class History, you can find the course you are using for a sub and copy the title.

Copy the highlighted title in its entirety and close out of Class History.




Follow steps to enter exception (see screen shot example):

1. Click on the + to add an exception. A pop-up box will appear.
2. Choose the Exception Type: APPLY HERE\*
3. Apply the Subject and Number
4. Next to “With” Choose “Qualifier” DW Title and Operator “equal to”
5. Paste copied title into the Blank “Value” text box.  
*Make sure that there are no spaces before or after the title*
6. Enter the Description\*\*
7. Enter any additional Details (optional).
8. Click on Add Exception

A screenshot of the "Add Exception" form. The title is "Add Exception". Below it, it says "Exception for: Upper-Level Biology Electives-22 hrs". There is a dropdown menu for "Exception type" with "Apply Here" selected. Below that, there are two input fields: "Subject\*" with "TRNS" and "Number\*" with "3000". Below these, there is a "With" label, a dropdown menu for "Qualifier" with "DW Title" selected, a dropdown menu for "Operator" with "equal to" selected, and a text box for "Value" with "BIOL 3420 BIOLO". Below this, there is a text box for "Description\*" with "BIOL 3420 FOR Upper Level Biol Elective". At the bottom, there is a text box for "Details" with "Chair approved BIOL 3420 as an UL Biol Elective by email 7/30/20". At the very bottom, there are two buttons: "Add exception" and "Cancel".

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The exception will automatically save and look like this

Exception by:	Rather, Summer Brooke	On: 07/31/2020	Apply Here:	BIOL 3420 FOR Upper Level Biol Elective	
---------------	--------------------------	----------------	-------------	--	---

*This exception process can also be used when needing to add a Special Topics course.*

**i** If you have a course with the same subject and number and title, you can choose DW Term and equals to and paste term in blank text box, as seen here.

## How to Remove an Exception

Removing an exception is easy to do. This should be done if one of the following reasons exist.

- The exception was entered incorrectly
- The course was in-progress when added, but after graded no longer meets the grade requirements

Add Exception

Exception for: Free Electives-3 hrs

Exception type  
Apply Here

Apply

Subject\*  
CRIJ

Number\*  
4313

With

Qualifier  
DW Term

Operator  
equal to

Value  
Fall 2019

Description\*  
CRIJ 4313 "ST: Title" Fall 2019 apprvd for Elect


Details

Add exception

Cancel

There are two ways of removing an exception.

1. Go to the exception done in error or no longer meets the requirement and click on the trash can.

Exception by:	Rather, Summer Brooke	On: 07/31/2020	Apply Here:	BIOL 3420 FOR Upper Level Biol Elective	
---------------	--------------------------	----------------	-------------	--	---

2. On the Exceptions Worksheet, scroll to the bottom of the worksheet where you see a list of all exceptions. Click on the box next to the exception you want to remove and then click on the trash can, as seen on the next page.

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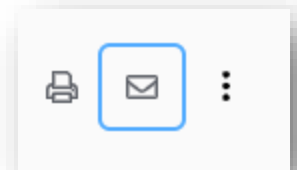
Exceptions

	Type	Description	Created on	Created by	Block	Enforced
<input checked="" type="checkbox"/>	Apply Here	<a href="#">CRIJ 1306 for Free Elective</a>	07/30/2020	Rather, Summer Brooke	Major in Biology	Yes
<input type="checkbox"/>	Apply Here	<a href="#">BIOL 3420 FOR Upper Level Biol Elective</a>	07/31/2020	Rather, Summer Brooke	Major in Biology	Yes

## TOOLS

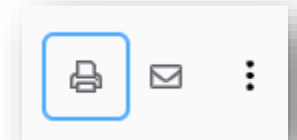
### Email

Email a student about their audit can be done by clicking on the email icon. Found in the right-hand corner of the Dashboard Worksheet. This will connect you to Outlook so you can email the student.



### Print/PDF

An audit can be printed or saved as a PDF if you click on the print icon. It is highly suggested to use the save as PDF option. If you want to save as a PDF click on the print icon.

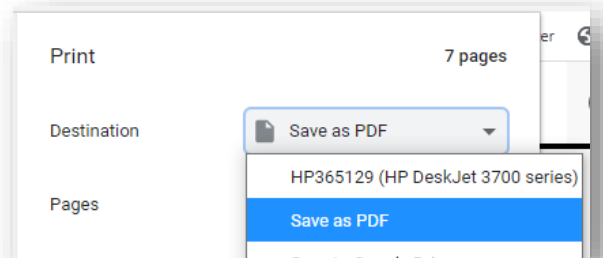


Change the Destination from the printer to “Save as PDF”.

Click on Save

It should ask you where you would like to Save it.

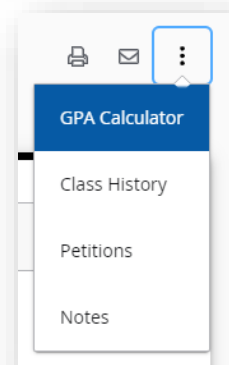
This PDF can be emailed to the student.



### GPA Calculator

The GPA calculator has three types of calculators: graduation, term, and advice.

A student or advisor can enter the Desired GPA in the calculator and click on calculate t



*See examples on the next page*

# DegreeWorks 5.0.3.1 Guide

## Graduation Calculator

GPA Calculator

Graduation Calculator Term Calculator Advice Calculator

Current GPA \*  
2.714

Credits remaining \*  
58

Credits required \*  
120

Desired GPA \*  
3.0

Calculate

Graduation Calculator Term Calculator Advice Calculator

You need to average a 3.306 over your final 58 credits to graduate with your desired GPA.

Current GPA	2.714
Credits remaining	58
Credits required	120
Desired GPA	3.0

## Term Calculator

GPA Calculator

Graduation Calculator Term Calculator Advice Calculator

Current GPA \*  
2.714

Credits earned \*  
62

Add Course

Course * COSC 1371	Credits * 3	Grade * A	
Course * ENGL 3310	Credits * 3	Grade * B	
Course * GEOL 1403	Credits * 4	Grade * A	
Course * SOCI 3310	Credits * 3	Grade * D	

Calculate

Calculated GPA

By achieving the grades listed here, your GPA at the end of the term will be 2.777

Current GPA	2.714	
Credits earned	62	
Course	Credits	Grade
COSC 1371	3	A
ENGL 3310	3	B
GEOL 1403	4	A
SOCI 3310	3	D

# DegreeWorks 5.0.3.1 Guide

## GPA Calculator

Graduation Calculator   Term Calculator   **Advice Calculator**

Current GPA\*  
2.714

Credits earned\*  
62

Desired GPA\*  
3.5

Calculate

## Advice Calculator

Graduation Calculator   Term Calculator   **Advice Calculator**

To achieve your desired GPA, you need one of the following:

98 credits at 4.0 ( A ) grade average

Note: Results that would require you to take more than 150 credits have been omitted.

Current GPA	2.714
Credits earned	62
Desired GPA	3.5

## Class History

Class History can be found by clicking on the 3 dots on the Student View or Exceptions Worksheet. This list of courses breaks down courses taken or transferred in by year and term, as seen here.



From Class History you can copy a title for an exception.

**Class History**

Fall 2015

Course	Title
MUSI 1306	MUSIC APPRECIATION
Satisfied by: MUSI1301 - INTRO TO MUSIC - Blinn College	

Spring 2016

Course	Title	Grade
PSYC 2301	GENERAL PSYCHOLOGY	TC
Satisfied by: PSYC2301 - GENERAL PSYCHOLOGY - Blinn College		

Fall 2016

Course	Title	Grade
GEOL 2376	WORLD AND ECONOMIC GEOGRAPHY	TC
Satisfied by: GEOG1303 - WORLD GEOGRAPHY - Blinn College		

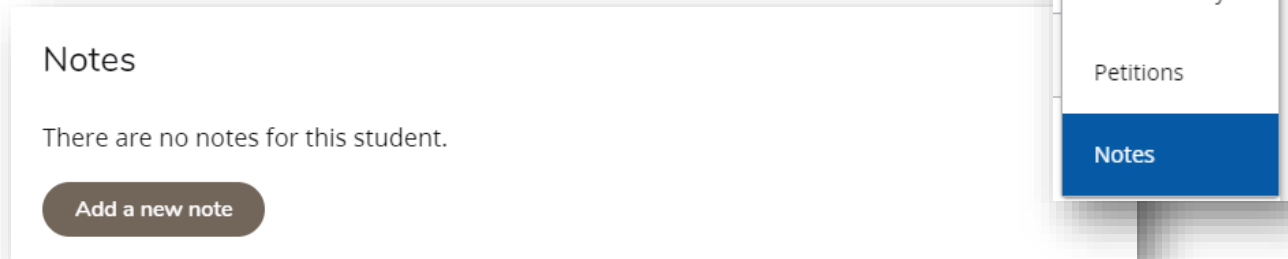
Dropdown menu options: GPA Calculator, **Class History**, Petitions, Notes

# DegreeWorks 5.0.3.1 Guide

## Notes

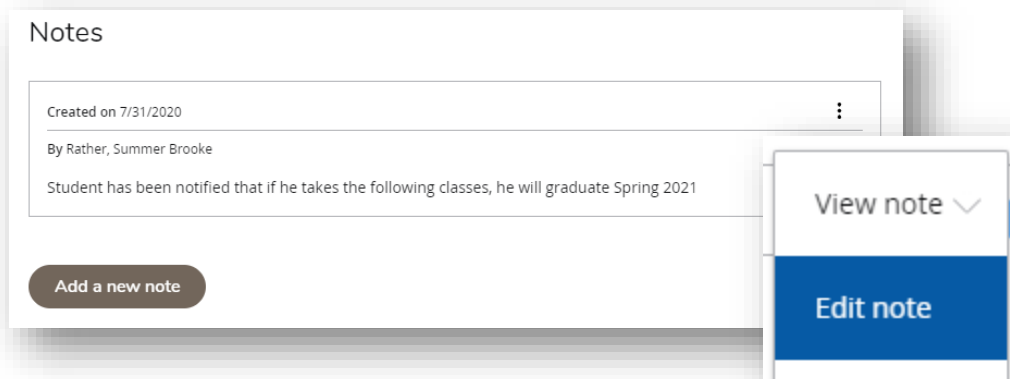
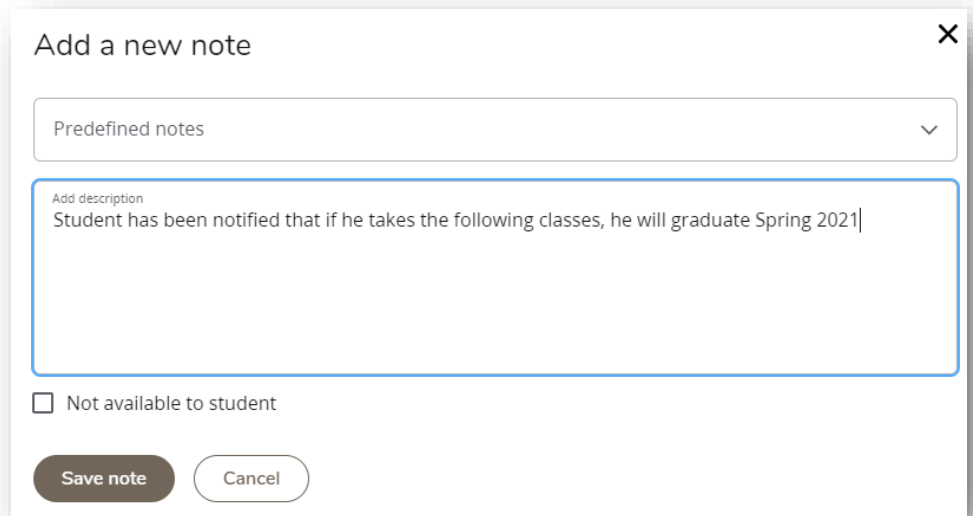
Notes can be found by clicking on the 3 dots on the Student View or Exceptions Worksheet.

To add a note, click on Notes. A pop-up box will appear.



1. Click on “Add a new note”.
2. Enter a predefined note, if applicable or free text. If you do not want the note to be visible to the student click on the box next to “Not available to student”
3. Click on Save Note.


Once saved the note can be modified by clicking Notes and then clicking on the 3 dots in the right-hand corner of the Note.



# DegreeWorks 5.0.3.1 Guide

To view Notes, you can scroll to the bottom of the worksheet. If the note is internal the status will indicate that.

Status	Description	Created on	Created by
Internal	Student was not advised to take underwater basket weaving.	07/31/2020	Rather, Summer B
	Student has been notified that if he takes the following classes, he will graduate Spring 2021	07/31/2020	Rather, Summer B

 If a note needs to be deleted because it was entered in error, notify [degreeaudit@lamar.edu](mailto:degreeaudit@lamar.edu). Only your note will be deleted, we will not delete a note if you did not create it.


## PLANS

Plans is also known as the Student Educational Planner (SEP). Using Plans, a student or advisor can create an academic plan either from scratch or using a pre-defined template (soon to come) for the course of study. Using their plan, a student can generate an audit to evaluate their intended degree progress.

Plans can be found at the top of the Dashboard.

Click on Plans to begin a new plan or edit an active plan.

### Plans

Data refreshed 7/29/2020 9:20 AM 

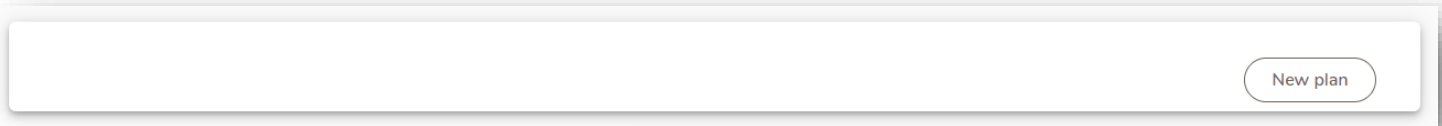
[Advanced search](#)

Level Undergraduate   Classification Freshman   Major Biology BIOL   Program BS in Biology   College College of Arts and Sciences

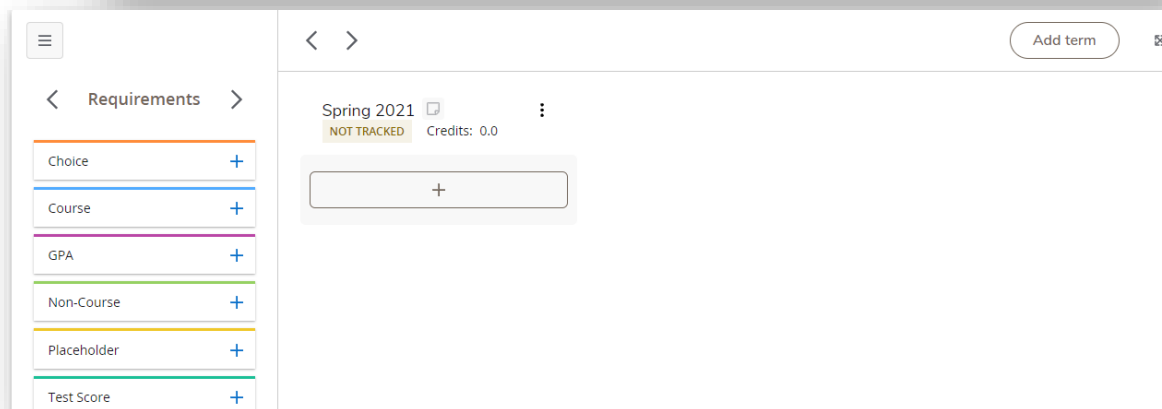
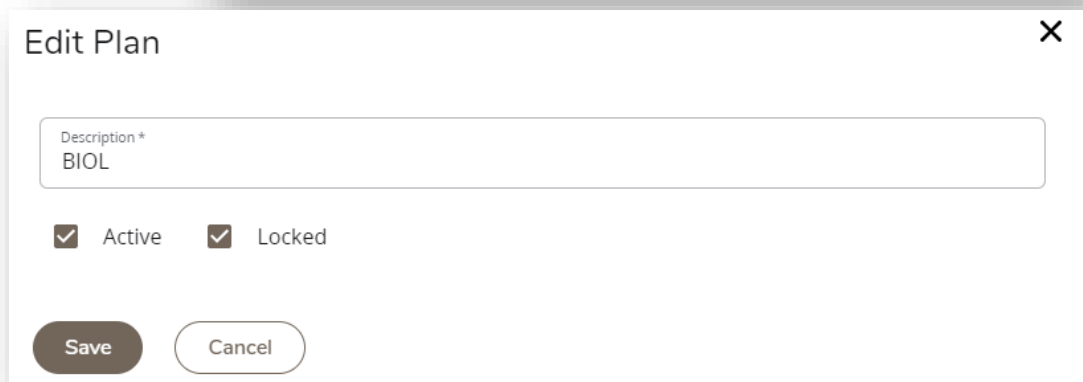
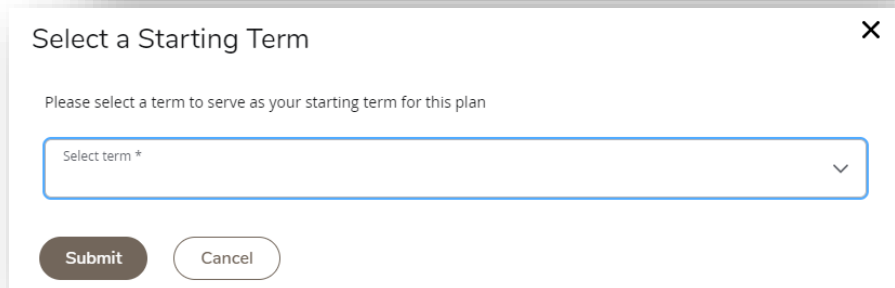
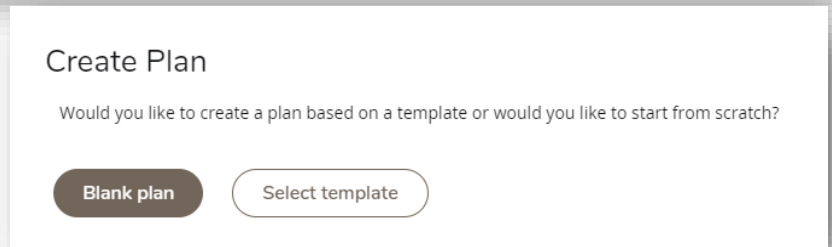
# DegreeWorks 5.0.3.1 Guide

## Build a new plan

1. Click on New Plan, a pop-up box will appear.



2. Click on Blank Plan
3. Select a Starting Term
4. Enter description for plan
5. Check Active, to make active
6. Check Locked, to track
7. Click on Save
8. Begin adding additional terms and requirements

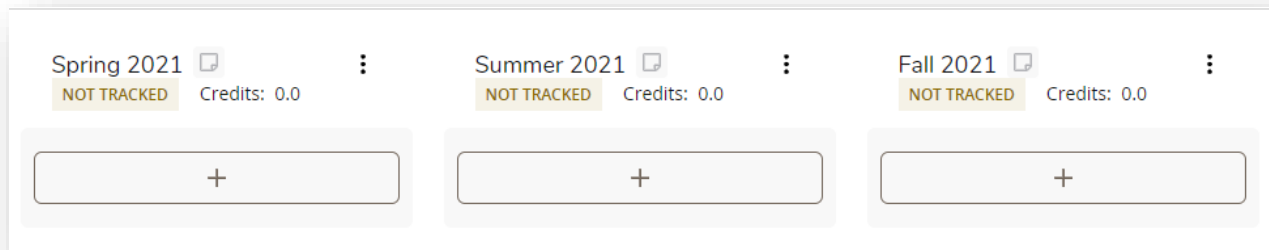
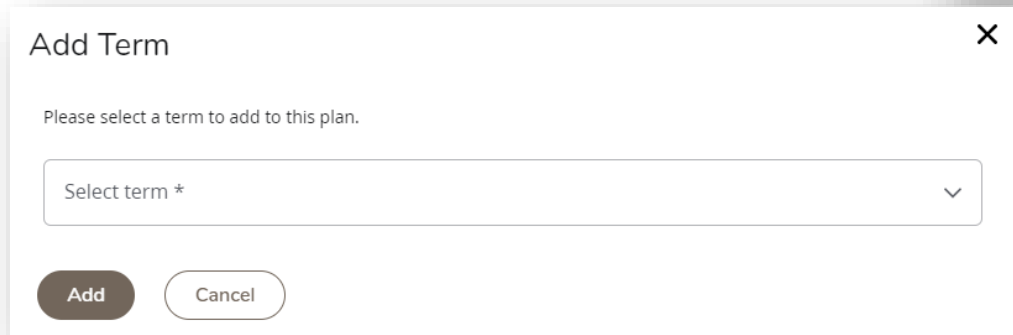
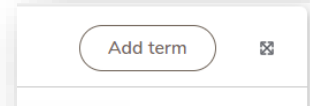




# DegreeWorks 5.0.3.1 Guide

## Adding Additional Terms

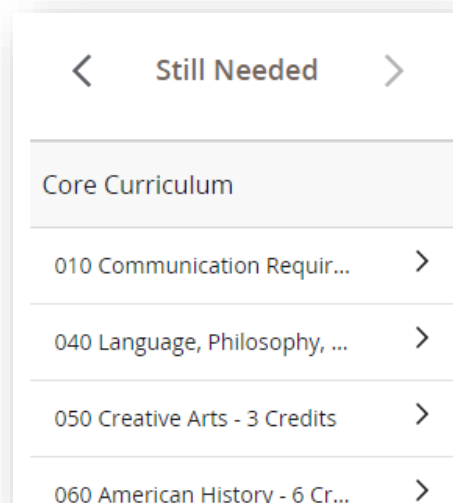
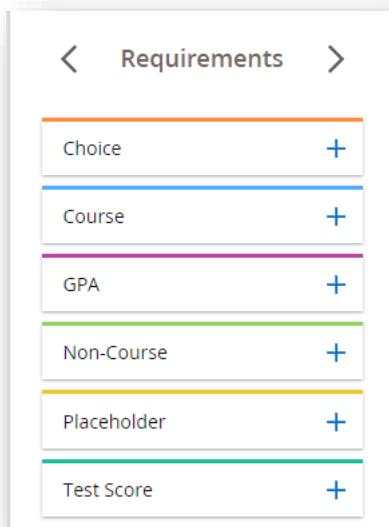
To add additional terms, click on “Add term”



Within each term you can add notes, view course information for all courses assigned to the term, reassign the term, or delete term.

## Adding Requirements

To add requirements, choose the type of requirement and build from scratch or pick from the “Still Needed” pulled the student’s current Student View Worksheet.




# DegreeWorks 5.0.3.1 Guide

## Still Needed

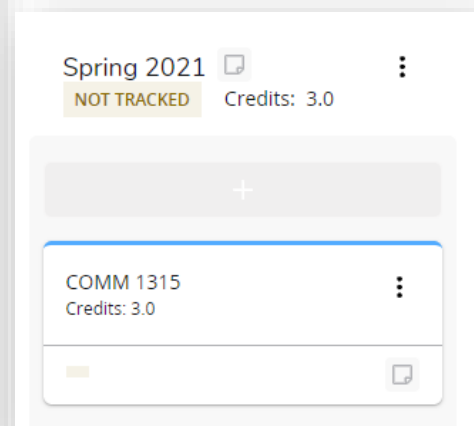
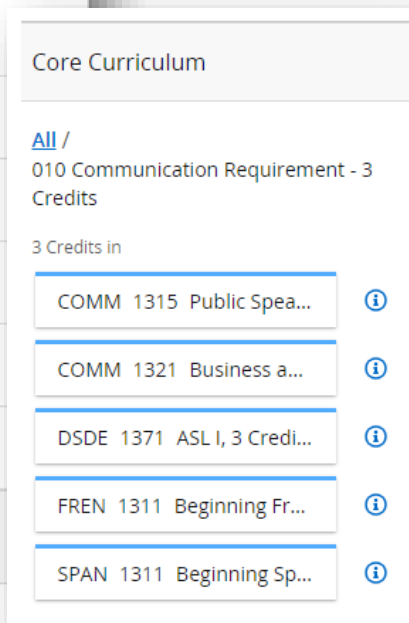
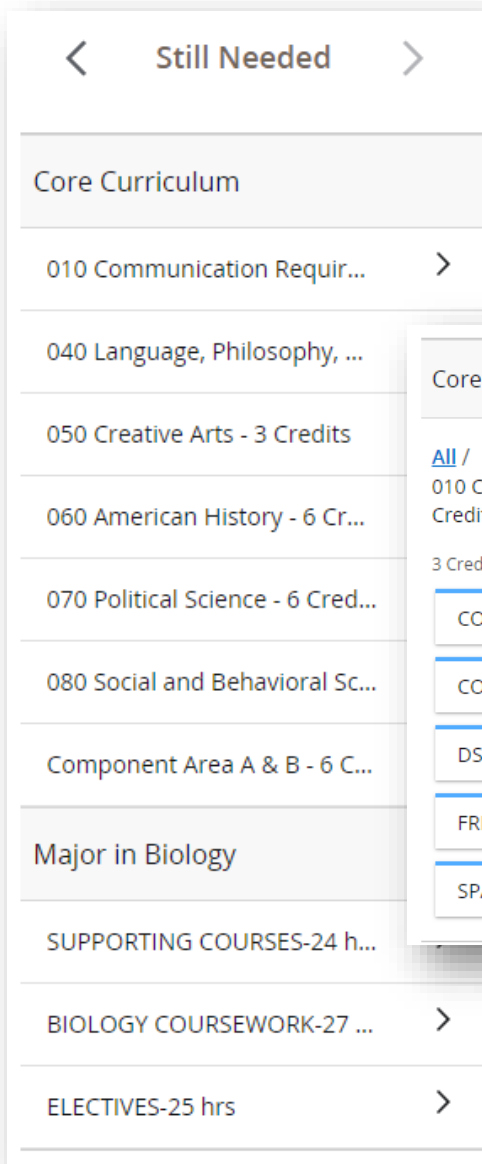
It is suggested that advisors and students use courses still needed when developing a plan. This will ensure courses chosen are on the actual degree plan and will be covered by Financial Aid.

When using a course from Still Needed, you will only need to determine if there is a pre-req needed before choosing that course and if it is available for the term you are choosing.

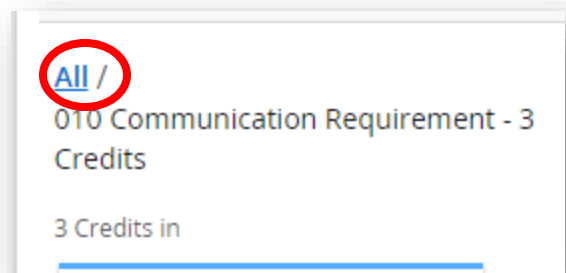
Here are the basic steps to choose a still Needed course.

Click on a requirement, still needed. Example used is 010 Communication Requirement. A course or list of courses will appear. Choose a course from the list by clicking on the course and dragging it to the term you want to put it in. If you want to verify that it is available in that term or want to see if there are any pre-reqs required, click on the 

Course information will pop up on the course. If this course is available for use, grab, drag and drop into the term.



To go back to more Still Needed requirements, click on “All”



# DegreeWorks 5.0.3.1 Guide

After completing the plan, it will look similar to this...

The screenshot displays three semester plans, each with a 'NOT TRACKED' status and a total credit value. The Spring 2021 plan (13.0 credits) includes: COMM 1315 (3.0), ARTS 1301 (3.0), SOCI 1301 (3.0), CHEM 1312 (3.0), and CHEM 1112 (1.0). The Summer 2021 plan (9.0 credits) includes: ENGL 2300 (3.0), MATH 1342 (3.0), and POLS 2301 (3.0). The Fall 2021 plan (10.0 credits) includes: CHEM 3312 (3.0), CHEM 3112 (1.0), POLS 2302 (3.0), and HIST 1301 (3.0). Each course entry has a plus sign, a three-dot menu, and a copy icon.

Last updated: Rather, Summer Brooke on 7/30/2020

The plan automatically saves and will provide a “last updated” time stamp about the plan.

The plan will now show up on the Plan List

Plan List							New plan
Description	Active	Modified ↓	Who	Degree	Level	Status	
BIOL	Yes	7/30/2020	Rather, Summer Brooke	BS	UG	Locked	

Page 1 of 1 Total results: 1


# DegreeWorks 5.0.3.1 Guide

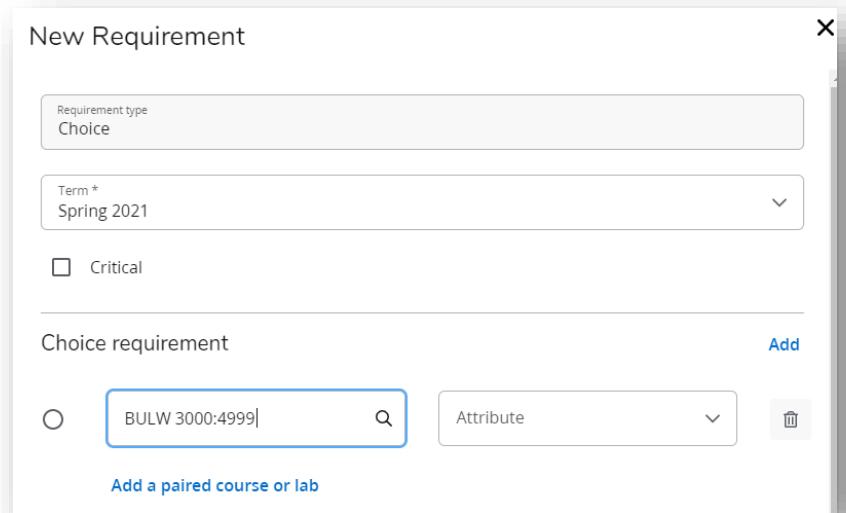
## Choice

A choice requirement allows you to choose multiple courses or a range of courses.

Click on Choice and enter multiple courses or a range of courses.

*Example is a range of courses*

If you choose different courses, click  on add to add additional course to the requirement



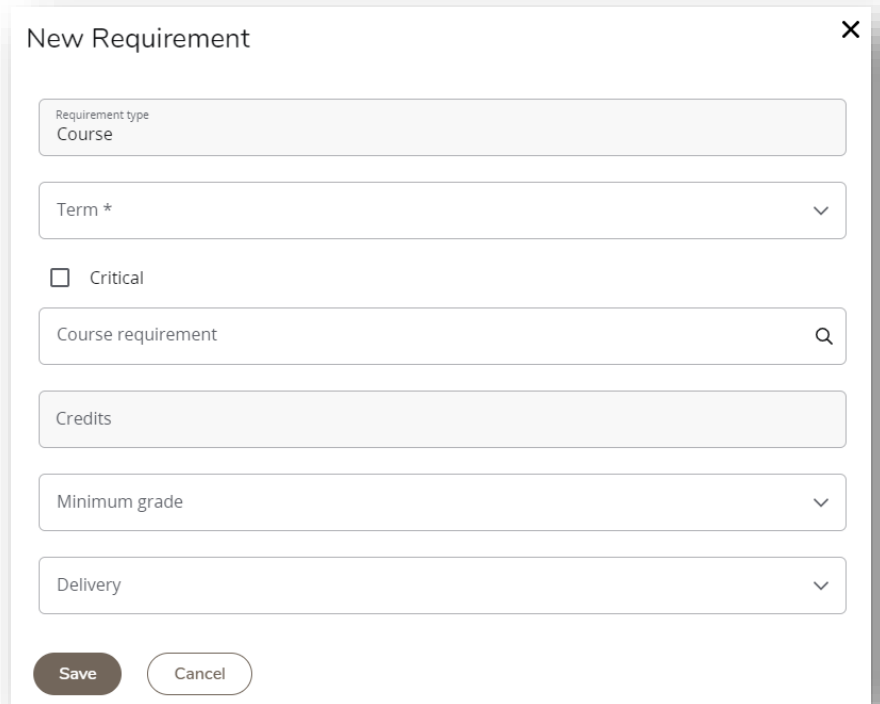
The screenshot shows the 'New Requirement' form with the following fields and options:

- Requirement type: Choice
- Term \*: Spring 2021
- Critical
- Choice requirement: Add
- Course requirement: BULW 3000:4999| (with a search icon)
- Attribute: Attribute (with a dropdown arrow and a trash icon)
- Link: Add a paired course or lab

## Course

Click on Course and enter one course requirement.

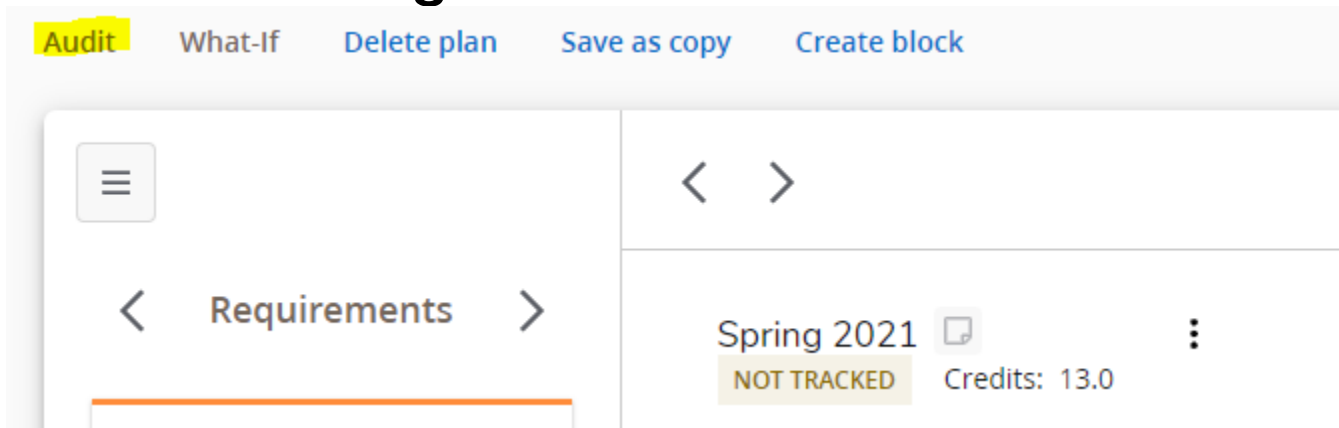
If a plan must be shared with a student, it is suggested a PDF version of the plan be saved. To save a PDF, click on Audit above the plan.



The screenshot shows the 'New Requirement' form with the following fields and options:

- Requirement type: Course
- Term \*: (dropdown menu)
- Critical
- Course requirement: (with a search icon)
- Credits: (text input field)
- Minimum grade: (dropdown menu)
- Delivery: (dropdown menu)
- Buttons: Save, Cancel

# DegreeWorks 5.0.3.1 Guide



Courses will appear on the Planner Audit as IP. A Planner Audit will load on a new tab of your browser, from there you can click on the Print/PDF and save as a PDF.