DegreeWorks Plans

Reference Guide for Students

The Plans tool in DegreeWorks allows students and advisors to create academic plans and track progress towards educational goals.

Features of the Planner:
- Advisors or students can create Plans.
- Once a plan is populated, it may be modified as needed.
- Requirements can be dragged and dropped into the plan from a list of remaining requirements or manually added.
- Requirements can be marked as critical or honors.
- More than one plan can be saved per student.

Types of Plans:
- **Blank Plan** - This plan allows for the most flexibility and allows advisors or students to plan the remaining courses required to complete a degree.
- **Template Plan** - This plan is most advantageous for first year students with little to no transfer credit. Plans are prepopulated with a defined set of courses; however, advisors and students can make changes tailored to the student's needs.

Types of Requirements:
- **Choice** - The Choice requirement type can be used to add several courses as a single group requirement such as a lecture and lab sequence. For example, BIOL 1107 and BIOL 1107L. You can also add a group of courses, where any one course from that group could be used as the requirement. For example, MATH 2200 or MATH 2250 or MATH 2250E or MATH 2300H.
- **Course** - The Course requirement type can be used to add a specific course as a requirement such as ENGL 1101. If a course has a range of hours, it will put in the maximum and you will need to adjust the number as needed.
• **Placeholder** - The Placeholder requirement type can be used to remind students of individual requirements such as applying for an internship or passing CPR certification. It is a free-form field.

![Add Requirement](image)

**Types of Views:**

• **Calendar** - The calendar view provides a broad view of each term in the plan, grouped and listed by academic year. This is the default view once a student has a plan.

![Calendar View](image)

• **Notes** - The notes view provides a broad view of the plan, like the calendar view, with the notes field displayed.

![Notes View](image)

• **Audit** - The audit view displays the plan and the corresponding degree audit for the plan side by side. Courses from the Plan are marked in the audit as planned.

![Audit View](image)
- **Edit** - The edit view is the more detailed view of the plan. This view is also the one to use when you want to modify the plan. Active should be checked for the current student's plan. Locked should be checked once reviewed by the advisor. Students cannot mark plans as locked.

**Tracking:**
- Used to mark specific requirements as critical.
- Displays with red icon for off-track and green for on-track.
- Only tracks the current term or previous terms, not future ones.
- Overall plan is off-track when two terms are marked as off-track.
- Plan must be locked to track.
Creating Blank Plan

1. Click on the Plans tab

2. If you already have Plans under this tab, you will need to click New Plan in the right-hand corner to bring up the Create Plan pop-up. If you do not have pre-existing Plans, this pop-up will automatically appear.

3. Choose Select Template

Note: Save changes after you make any adjustments or modification to Plan.

Note: When you click on a pre-existing Plan, it will take you to the Calendar View each time. If you wish to make new additions to Plans, you will need to choose the Edit View.

Adding Courses

- Advisors and students can add new courses to a block.
- After clicking the plus icon, you will need to determine which type of requirement you need to add.
• If you are adding a single course and you know the prefix and course number, choose Course
  ○ If a course has a range of hours, it will put in the maximum and you will need to adjust the number as needed.

• Choice allows you to add options

• Placeholders are used to write a quick note. It’s usually something like Apply to Graduate or Apply to Major and is not necessarily a course related requirement.

Adding Notes
• Add or modify notes for reference.
• Click on the note icon to add a note.
• You can type out a note or copy and paste from Chrome, Safari, and Firefox.
- Click Done to add note.

**Changing Credit Hours**
- You can change credit hours needed for courses.

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>3.0</td>
</tr>
</tbody>
</table>

**Changing Minimum Grade**
- You can adjust minimum grade needed for individual courses

<table>
<thead>
<tr>
<th>Minimum Grade</th>
</tr>
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<tbody>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

**Deleting Terms**
- If needed, you can delete entire terms.

**Deleting Courses**
- You can delete individual courses from a block by choosing a course and clicking the delete button

**Marking Critical Courses**
- The **Critical** check box indicates that the student needs to take that course during that term. If the student does not take the course, they will be off-track because of the Critical check box.

<table>
<thead>
<tr>
<th>Tracking</th>
<th>Critical</th>
<th>Honors</th>
<th>Course Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>SOWK 2156</td>
</tr>
<tr>
<td></td>
<td><strong>✓</strong></td>
<td></td>
<td>MNPO 7123</td>
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</tbody>
</table>
Note: After you have created a Plan (using Blank or Template), please contact your advisor to check your Plan. Your advisor will need to Lock your Plan after their review.

Any questions? Please contact your advisor or the DegreeWorks Team at degreewk@uga.edu.