

Using the Degree Works Planner

Information for Students (Fall 2014) and Advisors, Spring 2013

What is the Planner?

- ▶ A feature in Degree Works that will allow you to view a student's long-term plan for degree completion and verify that the courses included on the plan will fulfill the degree requirements. Advisers can also make plans



Why should students use the Planner?

- ▶ It will help stay on track to graduate within the desired time range.
- ▶ It will help plan for registration for upcoming quarters.
- ▶ It will help avoid last minute issues when applying for graduation.
- ▶ It will help students better understand remaining degree requirements.
- ▶ It will help students prepare for advising appointments with their academic advisor.



To Begin Using the Planner ...

- ▶ Log in to Degree Works
 - ▶ Click on the Planner Tab at the top of the screen.



In Calendar mode, the plan will be formatted in this way. You will not be able to add notes for each quarter, but you can view more than one term at one time.

The screenshot displays the IRISLink web application interface for Eastern Oregon University. At the top, the university logo and name are visible, along with navigation links like 'Back to Self-Service', 'Transcript', 'FAQ', 'Help', 'Print', 'Exception Management', and 'Log Out'. A search bar at the top left contains a student ID and name. Below this, a navigation menu includes 'Worksheets', 'Planner', 'Notes', 'Petitions', 'Exceptions', 'GPA Calc', and 'Admin'. The 'Planner' section is active, showing a dropdown menu with 'Calendar Mode' selected and circled. A black arrow points from this selection to the 'Active Plan' section on the right. The 'Active Plan' section includes a table for 'Student Educational Planner' with columns for Student, ID, Classification, Advisor, Overall GPA, Degree, Level, Major, and Minor. Below this, there are sections for 'Degree Progress' (Requirements: 38%, Credits: 43%) and 'Bachelor of Science Degree' requirements. The bottom of the page features a footer with '© SunGard 1995 - 2012' and a set of buttons for 'Save Plan', 'Reload Form', 'Save As...', 'Delete Plan', 'Process New', 'Check All Terms', and 'Uncheck All'.

To begin your plan, pick your preferred view. Then type a description for the plan in this field. Use this drop down box to enter the catalog you are using.

The screenshot displays the Ellucian Degree Works interface for Eastern Oregon University. The top navigation bar includes links for Back to Self-Service, Transcript, FAQ, Help, Print, Exception Management, and Log Out. The search bar shows the student's name as Kelly, Jolyn Katherine and the degree as BS in Media Arts and Communication. The 'Planner' section is active, showing a 'Planner Worksheet' for student AA033545 as of 03/11/2013 at 13:20. The student's profile includes ID 918888888, Classification Sophomore, College No College Designated, Advisor Roy, Kevin A, Major Media Arts and Communication, and Overall GPA 3.736. Degree progress is shown as 38% for Requirements and 43% for Credits. The 'Bachelor of Science Degree' section lists unmet conditions: General Education Core Requirements (needed), Foreign Language Requirement-DFL (met), Institutional Math Requirement (met), Institutional Diversity (DPD) Requirement (needed), and Upper Division Requirements (needed). The 'Student Educational Planner' form on the right has a 'Description' field and a 'Select Term' dropdown menu, both highlighted with black circles. The bottom of the interface features buttons for Save Plan, Reload Form, Save As..., Delete Plan, Process New, Check All Terms, and Uncheck All.

Next, scan your worksheet using the scroll bar in the middle of the page. Look for any requirements that are marked as “Needed.”

The screenshot displays the Eastern Oregon University Student Educational Planner. The top navigation bar includes links for Back to Self-Service, Transcript, FAQ, Help, Print, Exception Management, and Log Out. The student's information is shown as Scotty, Jolyn Katherine, a Sophomore in the Media Arts and Commur major. The main content area lists various requirements, with a red 'Needed' label next to 'Foundations of Digital Media'. A black circle highlights this label, and a black arrow points from the text above to it. The right side of the interface shows a detailed view of the selected requirement, including a 'Select Term' dropdown and a 'Notes' field.

Requirement	Status	Details
Media Arts & Communication Major Requirements	Unmet conditions	12 Credits needed
Admission to Program	Needed	See your advisor for admissions process and dates.
COMMON CORE REQUIREMENTS		
Art History	Needed	1 Class in ART 206
Communication and Society	Needed	1 Class in COM 250
Foundations of Mass Media	Completed	MA 260 Foundations Mass Media*CO A 4 Fall 2004
Foundations of Digital Media	Needed	1 Class in MM 125
Beginning Photography	Needed	1 Class in ART 260
Digital Rhetoric	Needed	1 Class in WR 330
Practicum (1-12)	Needed	2 to 12 Credits in MA 409
Capstone	Needed	3 Credits in MA 403
UNIVERSITY WRITING REQUIREMENT		

Drag and drop needed courses from your worksheet to the term that you plan to take that course. You can also type courses directly into the Planner fields. To do so, use the course prefix (e.g., MATH), a space, and the three digit course number.

The screenshot displays the Ellucian Degree Works interface for Eastern Oregon University. The top navigation bar includes links for Back to Self-Service, Transcript, FAQ, Help, Print, Exception Management, and Log Out. The user's profile information is shown, including Student ID, Name (Scott, Jolyn Katherine), Degree (BS), Major (Media Arts and Commu), Level (UG), Classification (Sophomore), Last Audit (03/11/2013), and Last Refresh (03/11/2013 at 4:14 pm).

The interface is divided into several sections:

- Planner:** Shows a list of required courses for the Media Arts & Communication Major. The course 'MM 125' is highlighted with a red box, and an arrow points to its entry in the 'Fall 2013' term of the planner.
- Student Educational Planner:** Displays the current term (Winter 2013) and a list of courses for the 'Fall 2013' term. The course 'MM 125' is listed with 3 credits.
- Management:** Includes options for 'Show What If Options' and 'Use What If Scenario'.

The bottom of the page features buttons for 'Save Plan', 'Reload Form', 'Save As...', 'Delete Plan', 'Process New', 'Check All Terms', and 'Uncheck All'.

When you have completed entering courses, click the “save plan” button. (You can also save periodically while you are working if you have several terms to enter.)

The screenshot displays the Ellucian Degree Works interface for Eastern Oregon University. The page title is "Ellucian Degree Works - Eastern Oregon University - Google Chrome". The URL is "https://dweouprd.ous.edu/IRISLink.cgi". The page features the Ellucian logo and the Eastern Oregon University logo with the tagline "The University that WORKS WITH YOU".

The interface includes a navigation bar with links: "Back to Self-Service", "Transcript", "FAQ", "Help", "Print", "Exception Management", and "Log Out". Below this is a search bar with fields for "Student ID", "Name", "Degree", "Major", "Level", "Classification", "Last Audit", and "Last Refresh".

The main content area is divided into several sections:

- Planner:** Includes a dropdown for "Add new plan", "Notes Mode", and a checkbox for "Show completed classes". It shows a list of requirements for the "Media Arts & Communication Major Requirements", including "Unmet conditions" (12 Credits needed), "Admission to Program", and various core requirements like "Art History", "Communication and Society", "Foundations of Mass Media", "Foundations of Digital Media", "Beginning Photography", "Digital Rhetoric", "Practicum (1-12)", and "Capstone".
- Student Education Planner:** Shows student information, current term (Winter 2013), academic year (2012-2013), and a table of courses. The table has columns for course ID, name, credits, and a "Notes" column. A "Total" row shows 3 credits.
- Buttons:** At the bottom, there are buttons for "Save Plan", "Reload Form", "Save As...", "Delete Plan", "Process New", "Check All Terms", and "Uncheck All". The "Save Plan" button is circled in red, and a red arrow points to it from the top of the page.

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Click "Process New" to generate a new worksheet using your planned courses.

The screenshot displays the Ellucian Degree Works interface for Eastern Oregon University. The top navigation bar includes links for Back to Self-Service, Transcript, FAQ, Help, Print, Exception Management, and Log Out. The main content area is divided into several sections:

- Search and Filter:** Fields for Student ID, Name, Degree (BS), Major (Media Arts and Commur), Level (UG), Classification (Sophomore), Last Audit (03/11/2013), and Last Refresh (03/11/2013 at 4:14 pm).
- Navigation:** Tabs for Worksheets, Planner, Notes, Petitions, Exceptions, GPA Calc, and Admin.
- Planner Section:** Includes a dropdown for "Add new plan", "Notes Mode", and a "Show completed classes" checkbox. A "Load" button is present.
- Course Requirements:** A list of requirements with checkboxes and "Needed" status. For example, "Media Arts & Communication Major Requirements" shows "Unmet conditions: 12 Credits needed". Other requirements include "Admission to Program", "COMMON CORE REQUIREMENTS", "Art History", "Foundations of Mass Media" (checked), "Foundations of Digital Media", "Beginning Photography", "Digital Rhetoric", "Practicum (1-12)", and "Capstone".
- Student Educational Planner:** A sidebar on the right showing student information (Student ID, Current Term: Winter 2013, Academic Year: 2012-2013) and a table of planned classes for "Fall 2013".
- Bottom Action Bar:** Contains buttons for "Save Plan", "Reload Form", "Save As...", "Delete Plan", "Process New", "Check All Terms", and "Uncheck All".

A black arrow points from the text "Click 'Process New' to generate a new worksheet using your planned courses." to the "Process New" button in the bottom action bar.

Please note:

- ▶ You can create as many plans as you'd like, but only one plan at a time can be marked as active. Please designate the plan that most closely matches your intended degree completion plan as active.
- ▶ If you plan to complete a course at another institution, please do not include it on your plan. It can be included in the notes.
- ▶ Be sure to save often.

