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 students 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.
The Planner is divided into two parts. Your current worksheet appears on the left side of the screen. The Planner appears on the right. You can increase or decrease each side by dragging the gray bar in the middle of the screen to the left or the right.
This drop-down menu controls the way you view the planner. In Notes mode, the plan will be formatted in this way, and will include a place to add notes for each semester.
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.
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.
Next, scan your worksheet using the scroll bar in the middle of the page. Look for any requirements that are marked as “Needed.”
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.
Add any pertinent notes in the notes field.
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.)
Click “Process New” to generate a new worksheet using your planned courses.
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.