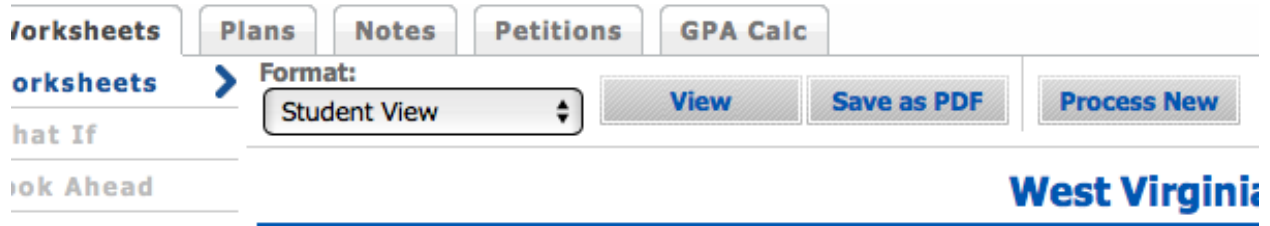


PLAN OF STUDY – Degree Works Instructions

Created October 2018

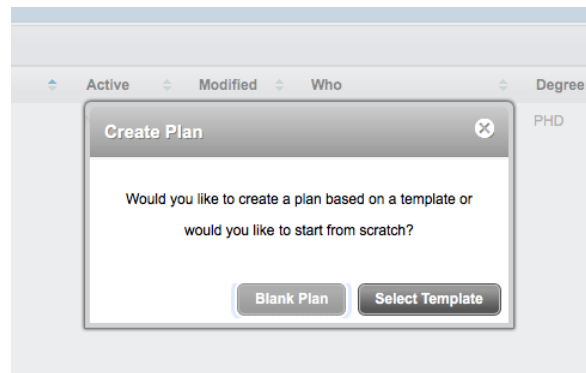
Log into Degree Works
The home page has tabs across the top; click on “plans”



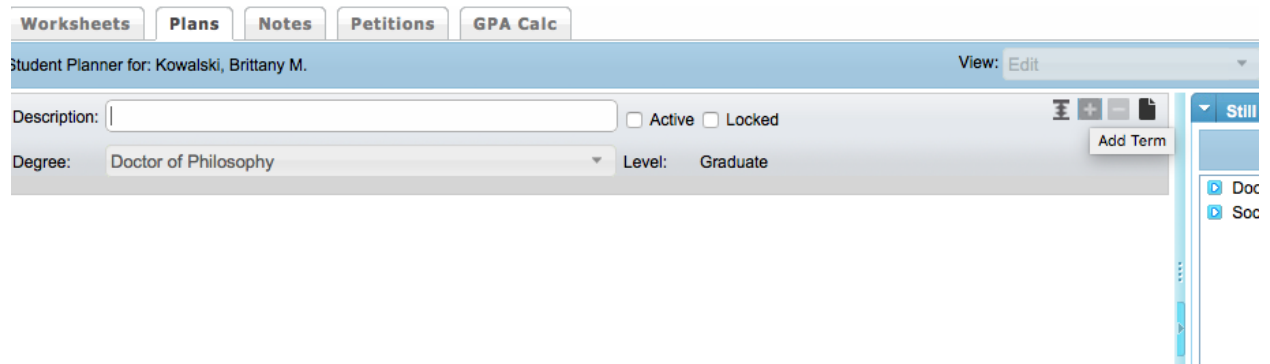
Click the “new plan” button



Click “blank plan”



On the right side of the screen there is a + and – sign
Click the “+” sign to add a term
Select the appropriate term – you can plan out all of your coursework here



Enter “plan of study” for the description
For the term – click “+” to add a requirement

Worksheets Plans Notes Petitions GPA Calc

Student Planner for: Kowalski, Brittany M. View: Edit

Description: Plan of Study This field may not be empty or contain only spaces. X

Degree: Doctor of Philosophy

Spring 2019 Reassign Delete this term

Add requirement

Choose “course” to enter a core course or required elective
Choose “placeholder” for electives

Worksheets Plans Notes Petitions GPA Calc

Student Planner for: Kowalski, Brittany M. View: Edit View Plan

Description: Plan of Study Active Locked

Degree: Doctor of Philosophy Level: Graduate

Spring 2019 Reassign Delete this term

Add Requirement
Choice
Course
GPA
Placeholder

Type in the course number (for core courses, required electives)

Worksheets Plans Notes Petitions GPA Calc

Student Planner for: Kowalski, Brittany M. View: Edit

Description: Plan of Study Active Locked

Degree: Doctor of Philosophy Level: Graduate

Spring 2019 Reassign Delete this term

Honors	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	SOCA 740 <input type="text"/>	<input type="text"/>	None	None	None	<input type="text"/>

Select “elective” as placeholder requirement
 Enter “3 credits” in the value field

Worksheets Plans Notes Petitions GPA Calc

Student Planner for: Kowalski, Brittany M. View: Edit

Description: Plan of Study Active Locked

Degree: Doctor of Philosophy Level: Graduate

Spring 2019

Honors	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	SOCA 740 <input type="button" value="🔍"/> <input type="button" value="i"/>	3.0	None	None	None	<input type="button" value="📄"/>
Placeholder Requirement		Value		Notes		
Elective		3 credits		<input type="button" value="📄"/>		

When all courses are entered click “view plan list”

Worksheets Plans Notes Petitions GPA Calc

Student Planner for: Kowalski, Brittany M. View: Edit

Description: Plan of Study Active Locked

Degree: Doctor of Philosophy Level: Graduate

Spring 2019

Honors	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	SOCA 740 <input type="button" value="🔍"/> <input type="button" value="i"/>	3.0	None	None	None	<input type="button" value="📄"/>
Placeholder Requirement		Value		Notes		
Elective		3 credits		<input type="button" value="📄"/>		

Still Needed

- Doctor of Philosophy
- Sociology

Courses

This is the plan list page:

Worksheets Plans Notes Petitions GPA Calc

Student Planner for: Kowalski, Brittany M. View: Select

List of plans

Description:	Active	Modified	Who	Degree:	Level:	Status:
Plan of Study	N	10/02/2018	Stein, Rachel E	PHD	GR	NOT LOCKED
Sociology	N	09/27/2018	Kowalski, Brittany M.	PHD	GR	NOT LOCKED

Double click on the plan you want to see; brings up this page:

Plan of Study Active: No

Degree: Doctor of Philosophy Status: NOT LOCKED

Level: Graduate

2018 - 2019

Spring 2019

SOCA 740	3.0
Elective	

To edit your plan – select “edit” in the view drop down menu

Worksheets Plans Notes Petitions GPA Calc

Student Planner for: Kowalski, Brittany M. View: Select New Plan

List of plans Delete

Description:	Active	Modified	Who	Degree:	GR	NOT LOCKED
Plan of Study	N	10/02/2018	Stein, Rachel E	PHD	GR	NOT LOCKED
Sociology	N	09/27/2018	Kowalski, Brittany M.	PHD	GR	NOT LOCKED