What is the Planner?

- A feature in DegreeWorks that will allow you to make a long-term plan for degree completion and verify that the courses you included on your plan will fulfill your degree requirements
Why should you use the Planner?

- It will help you stay on track to graduate within your desired time range.
- It will help you plan for registration for upcoming semesters.
- It will help you avoid last minute issues when you apply for graduation.
- It will help you better understand your remaining degree requirements.
- It will help you prepare for your advising appointments with your academic advisor.
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 semester, but you can view more semesters at one time.
In Planned Vs Taken mode, the plan will be formatted in this way. You will not be able to view this mode until after you have saved a plan. Please note the Print Option.
To switch between the calendar and the notes mode, you will need to select your preference from this drop down box, and then click the “load” button. (Be sure to save before switching modes if you’ve already entered information on your plan.)
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.
Use these drop down boxes to label each future term in which you plan to enroll.
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 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 semesters to enter.)
If your plan was saved successfully, a pop up box will appear with this message. If there were any errors, a pop-up box will appear with instructions for correcting those errors.
Click the “Check All Terms” button if the boxes by your terms are not already checked.
Click “Process New” to generate a new worksheet using your intended program.
A new worksheet will be generated for your current major.
When processing is complete, you will be able to review your worksheet with your planned courses included. Planned courses will be printed in blue.
The next time you return to the Planner, this plan will automatically load, and you can view or edit this plan. If you’d like to start a different plan, select “add new plan” from this drop down menu, click the “load” button, and then begin again.
Using the “What If” Option with the Planner

- If you are planning on changing your degree requirements (Major, Minor, Concentration), then the following instructions will show you how to use the “What If” feature with the Planner.
You can also need to use the what-if option in the Planner if you want to change or add requirements for additional programs (Major, Minor, Concentrations).
Click on the “Show What-If Options” button.
Pick your *intended* degree, major, minor, and concentration from the drop down boxes.
Be sure the “use what-if scenario” box is checked.
Click the “Hide What-If Options” button.
Click the “Check All Terms” button if the boxes by your terms are not already checked.
Click “Process New” to generate a new worksheet using your intended program.
A new worksheet will be generated for your intended major.

Please wait while your request is processed...
When processing is complete, you will be able to review your worksheet with your planned courses included. Planned courses will be printed in blue.
The next time you return to the Planner, this plan will automatically load, and you can view or edit this plan. If you’d like to start a different plan, select “add new plan” from this drop down menu, click the “load” button, and then begin again.
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 degree completion plan as active.
- Be sure to save often.