

DEGREE WORKS
RESPONSIVE DASHBOARD
Faculty/Staff Instruction Guide

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Introduction to Degree Works

What is Degree Works?

Degree Works is a web-based auditing tool that allows students and advisors to monitor progress toward completion of program requirements. It combines Winthrop's degree requirements and the coursework that has been completed with easy to read worksheets. These worksheets will show how completed courses count toward degree requirements and show which courses and requirements still need to be completed.

Benefits of using Degree Works

- Provides a way for students and advisors to plan for future courses by determining which requirements are still needed to complete a degree program
- Shows individual course grades, overall GPA, major and minor GPA, transfer credit
- Provides a "What If" audit that allows students to see how a change of major or minor could impact degree progress
- Provides a "Look Ahead" ahead audit to see how planned courses would meet requirements
- Provides a Planner that allows students and advisors to map out courses by term
- Shows the progress toward the Cultural Events Requirement
- Provides a GPA calculator to determine what is needed to achieve a desired GPA

Accessing Degree Works

****NOTE:** For the best results, please use Google Chrome or Mozilla Firefox.

1. Visit <https://wingspan.winthrop.edu>.
2. Log in using your Winthrop University username and password.
3. Select the link for Degree Works under **Employee Tools**.



The logo for Winthrop University, featuring a stylized white bird with its wings spread, perched on a gold shield. To the right of the shield, the words "WINTHROP UNIVERSITY" are written in a white, serif font.

Secure Login

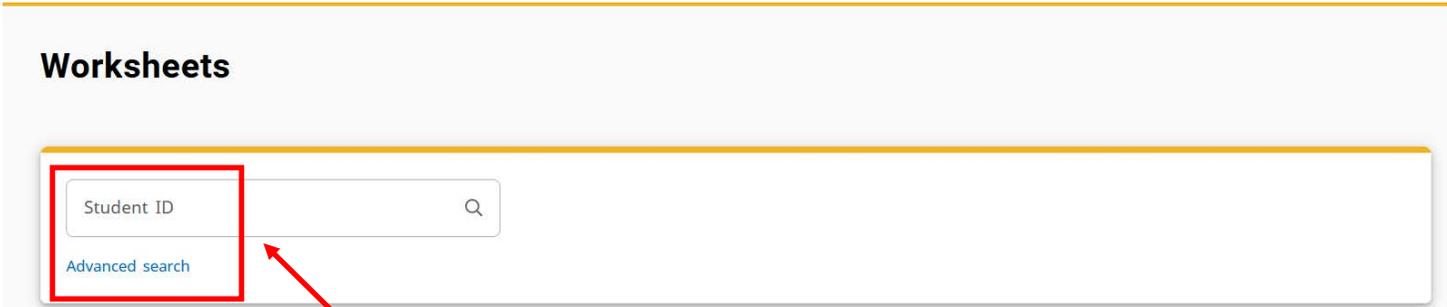
User Name

Password

[Forgot your password?](#) [Need an account?](#)

Searching for a Student

4. You will see the Degree Works Responsive Dashboard.



5. You may select a student by entering the **Student ID** (Example—W12345678) or by using the “**Advanced Search**” option if you do not know the student’s ID number, depending on your access level. **If your access is limited to your advisees only, you will see your students in a drop-down list.** Press **Enter** after typing in the student’s ID.
6. Choosing “**Advanced Search**” allows you to search for the student by name or filter by degree, major, class, etc. When you have chosen the appropriate criteria, select **Search**.

Find Students



| | | |
|------------------------------|--------------------------------------|-------------------------------|
| Student ID | First/middle name | Last name |
| Curriculum ^ | | |
| Degree ∨ | Level ∨ | Classification ∨ |
| Catalog year ∨ | Major (0/134) ∨ | Minor (0/90) ∨ |
| College (0/5) ∨ | Concentration (0/135) ∨ | |

Clear

CANCEL

SEARCH

7. A list of students will appear based on your criteria. Use the check boxes to select or deselect the students you want to view then click **Select**.

Find Students



Student ID First/middle name Last name

Curriculum



[Clear](#)

CANCEL

SEARCH

Students found: 51

| <input type="checkbox"/> | ID | Name ↑ | Degree | Major | Level | Classification |
|-------------------------------------|----|--------|--------|--------------------|-------|----------------|
| <input checked="" type="checkbox"/> | | | BA | Mass Communication | UG | Senior |
| <input checked="" type="checkbox"/> | | | BA | Mass Communication | UG | Freshman |
| <input checked="" type="checkbox"/> | | | BA | Mass Communication | UG | Freshman |
| <input type="checkbox"/> | | | | | | |

CANCEL

SELECT

8. Use the Select Student drop-down to view the list of students. Select a student from the list.

Student ID

[Advanced search](#)

If the student you have selected is pursuing more than one degree (i.e., BA and BS, etc.), click on the drop-down arrow on the navigation bar under “**Degree**” to select which degree audit you would like to view. Double majors (**BA** in Psychology and **BA** in Sociology) will show up on the same audit.

Student ID Name Student, Winthrop Degree Bachelor of Arts

[Advanced search](#)

Level Undergraduate Classification Senior College College of Arts and Sciences Major Modern Languages Concentration Spanish Earned Hours 167

Degree Audit Blocks

The Degree Audit Worksheet is made up of several sections, referred to as blocks. The types and number of blocks may vary for each student, depending on their academic program and level.

1. The **Student Header** contains the classification, degree, major, minor, etc. If the student has not chosen a minor, the field will not be displayed.
2. The **Degree Progress** section shows the percentage of completion towards the student's requirements and credits as well as their Winthrop GPA. **Please keep in mind that the Requirements progress will not always equal the Credits progress.** Progress will not equal 100% until all requirements have been completed. This includes Cultural Events, if required, for Undergraduate students. A graduating senior who has completed all credits and course requirements will reach 98% for the requirements progress until the final grades are recorded at the end of the term.

The screenshot shows the 'Worksheets' page for a student named Eagles, Winthrop. The interface includes a search bar with fields for Student ID, Name, and Degree. Below this is an 'Advanced search' section with filters for Level, Classification, College, Major, and Minor, along with an 'Earned Hours' field. The 'Academic' tab is active, showing a 'Format' dropdown set to 'Student View'. The 'Degree progress' section displays two progress indicators: 'Requirements' at 64% and 'Credits' at 57%. A 'Winthrop GPA' of 3.473 is shown in a red box. To the right, there are checkboxes for 'In-progress classes' and 'Preregistered classes', and a 'PROCESS' button. In the upper right corner, there are icons for printing, emailing, and a menu (three vertical dots). The menu is open, showing 'GPA Calculator' and 'Class History' options. Red callout boxes are placed over the interface: box 1 is over the search bar; box 2 is over the 'Student View' dropdown; box 3 is over the print, email, and menu icons; box 4 is over the 'GPA Calculator' and 'Class History' menu items.

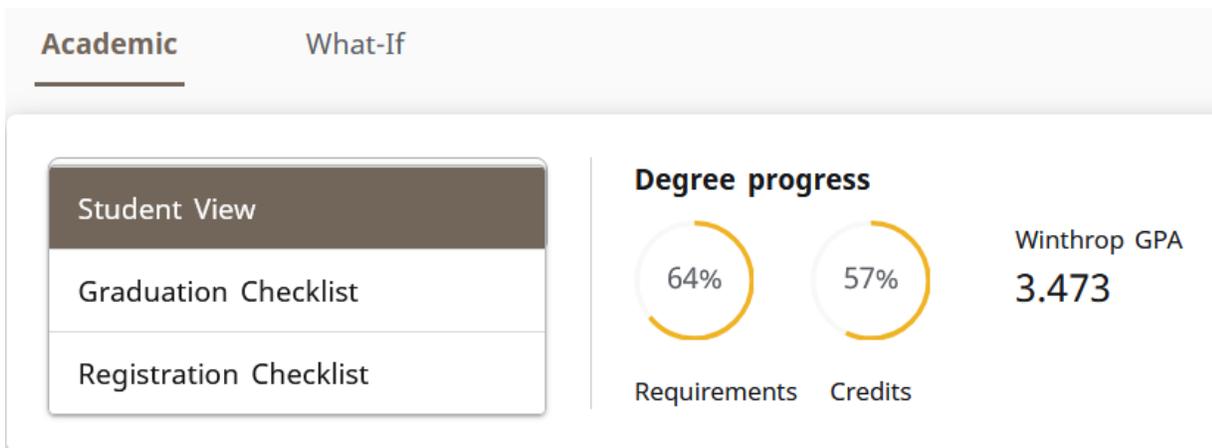
3. Options to **print the audit** or **contact a student** can be found in the upper right corner of the audit.
 - Click on the printer icon to print the audit 
 - Click on the envelope icon to email the student 
4. The **GPA Calculator** and **Class History** are found under the ellipsis (three vertical dots).
 - The Class History displays all courses taken in chronological order
 - The GPA Calculator contains three calculators for Graduation, Term, and Advice

5. The **Legend** is found at the bottom of the audit that explains the icons found within the audit.

| Legend | |
|---|---|
|  Complete |  Not complete |
|  Complete (with classes in-progress) |  Nearly complete - see advisor |
|  Prerequisite |  Any course number |
|  Repeated class | |

6. Format Selection

The default format is Student View. You can change the format of the audit by selecting the Format drop-down.



The screenshot shows the 'Academic' tab selected. A dropdown menu is open, listing 'Student View', 'Graduation Checklist', and 'Registration Checklist'. To the right, the 'Degree progress' section displays two circular progress indicators: 'Requirements' at 64% and 'Credits' at 57%. The 'Winthrop GPA' is shown as 3.473.

- The **Student View** is the default and most frequently used format. This format provides a detailed view of the student's degree requirements.
- The **Graduation Checklist** displays which courses were used to fulfill each requirement.
- The **Registration Checklist** displays outstanding ("Still needed") requirements and suggestions to fulfill them.

7. In-Progress and Preregistered Classes

The audit displays the in-progress and preregistered classes and counts them toward the student's degree progress. Uncheck one or both boxes and select **Process** to view the student's progress without those classes.



In-progress classes



Preregistered classes

PROCESS

The degree audit blocks will show the requirements and the student's progress towards their program. The blocks will default as expanded to display all the information. You can “collapse all” for quick navigation through the audit, and then click on the **down arrow “v”** on the specific block to expand it.

The **Degree Block** is the first block on the audit. It displays the number of credits required for the program, the number of credits applied, and the catalog year. It also provides a summary of each of the block requirements that follow (e.g., major, minor, general education, etc.) as well as the Cultural Events requirement status for Undergraduate students.

[Collapse all ^](#)

Bachelor of Arts INCOMPLETE

Credits required: 120 Credits applied: 69 Catalog year: 2020-2021

Unmet conditions for this set of requirements: 51 Credits needed
A minimum of 40 credits in Courses Numbered Above 299. are required. You have taken 1 but need 39 more credits.

| | | |
|-------------------------------------|--|---|
| <input checked="" type="checkbox"/> | Steps Towards Graduation | |
| <input checked="" type="checkbox"/> | 2.0 GPA Requirement Met | |
| <input checked="" type="checkbox"/> | Academic Standing: Good | If not in Good Academic Standing then CLICK HERE . |
| <input type="checkbox"/> | General Education Requirements Area I | Still needed: See General Education Area I section |
| <input type="checkbox"/> | General Education Requirements Area II | |

- **Completed** requirements are noted by a **green circle** with a **green checkmark**.
- **Incomplete** or “**still needed**” requirements are noted by an **open red circle**.
- **In-Progress** requirements are noted by a **blue, half-filled circle**.

Bachelor of Arts INCOMPLETE

Credits required: 120 Credits applied: 69 Catalog year: 2020-2021

Unmet conditions for this set of requirements: 51 Credits needed
A minimum of 40 credits in Courses Numbered Above 299. are required. You have taken 1 but need 39 more credits.

| | | |
|-------------------------------------|--|---|
| <input checked="" type="checkbox"/> | Steps Towards Graduation | |
| <input checked="" type="checkbox"/> | 2.0 GPA Requirement Met | |
| <input checked="" type="checkbox"/> | Academic Standing: Good | If not in Good Academic Standing then CLICK HERE . |
| <input type="checkbox"/> | General Education Requirements Area I | Still needed: See General Education Area I section |
| <input type="checkbox"/> | General Education Requirements Area II | |
| <input checked="" type="checkbox"/> | Language Proficiency | |
| <input type="checkbox"/> | Major Requirements | Still needed: See Major in Mass Communication BA section |
| <input type="checkbox"/> | Minor Requirements | Still needed: See Minor in Film and Content Production section |
| <input type="checkbox"/> | Hours above 299 | Still needed: See Hours Above 299 section |
| <input type="checkbox"/> | Minimum Hour Requirement for Degree | Still needed: See Minimum Degree Hours (120) section |
| <input type="checkbox"/> | Cultural Events Requirement Not Met | Still needed: You have attended 1 of 18 Cultural Events. |

General Education, Major, Concentration, and Minor Blocks

Following the Degree Block, Degree Works will display a block for the student's major(s), concentration(s), minor(s), and any other blocks applicable to the student's chosen program.

General Education Area I INCOMPLETE

Credits applied: 22 Catalog year: 2020-2021

General Education Area II IN-PROGRESS

Credits applied: 28 Catalog year: 2020-2021

| | Course | Title | Grade | Credits | Term | Repeated |
|---|----------|--------------------------------|-------|---------|-------------|----------|
| ✓ Global Perspectives | ANTH 101 | Introduction to Human Diversit | A | 3 | Fall 2021 | |
| COURSE SEARCH: CLICK HERE (If specific courses are NOT listed.) | | | | | | |
| ✓ Historical Perspectives | ARTH 175 | Intro ARTH Prehist to Mid Ages | A | 3 | Fall 2021 | |
| COURSE SEARCH: CLICK HERE (If specific courses are NOT listed.) | | | | | | |
| ⓘ Social Sciences | ECON 103 | Introd to Political Economy | NR | (3) | Spring 2022 | |

Major in Mass Communication BA INCOMPLETE

Credits required: 47 Credits applied: 21 Catalog year: 2020-2021 GPA: 3.167

Unmet conditions for this set of requirements: 26 Credits needed

NO MORE THAN 6 CREDITS IN THE MAJOR/CONCENTRATION MAY COUNT TOWARD REQUIREMENTS IN THE GENERAL EDUCATION AREA 2.

| | Course | Title | Grade | Credits | Term | Repeated |
|---|----------------------|--|-------|---------|-------------|----------|
| ✓ Public Speaking | SPCH 201 | Public Speaking | A | 3 | Spring 2021 | |
| ✓ Mathematics Course | MATH 150 | Intro Discrete Mathematics | S | 3 | Fall 2020 | |
| ✓ Finite Probability and Statistics | MATH 141 | Finite Probability,Statistics | S | 3 | Fall 2021 | |
| C- or higher required in all MCOM Courses | | | | | | |
| ✓ Intr to Mass Communication | MCOM 205 | Introduction Mass Communicatio | C+ | 3 | Fall 2020 | |
| ✓ Multimedia Storytelling & Prod | MCOM 226 | Multimedia Storyt Prod | | | | |
| ✓ Foundations of Digital Media | MCOM 230 | Foundations of Dig | | | | |
| ⓘ Media Writing | MCOM 241 | Media Writing | NR | (3) | Spring 2022 | |
| ○ Mass Comm Theory & Research | Still needed: | 1 Class in MCOM 301 | | | | |
| ○ Mass Media Law | Still needed: | 1 Class in MCOM 310 | | | | |

Tip: Click on the blue, still needed course to see the course information and a list of course offerings for the upcoming semester.

Other Blocks that may appear at the bottom of the audit will vary depending on courses taken and academic progress.

- **Fall Through** block is for any course that is not used toward the program or any non-course requirements.
- **In-Progress** block lists any courses the student is currently registered for and displays with an “NR” grade.
- **Insufficient** block shows any course that was incomplete, repeated, withdrawn, or failed. Classes that have been repeated are identified with an “R” in the **Repeated** column.

Fall Through

Credits applied: 0 Classes applied: 1

| Course | Title | Grade | Credits | Term | Repeated |
|----------------------------|------------------|-------|---------|-------------|----------|
| SPAN 499 | Proficiency Exam | S | 0 | Spring 2021 | |
| Teachered Program Admitted | | S | | | |

In-progress

Credits applied: 16 Classes applied: 5

| Course | Title | Grade | Credits | Term | Repeated |
|-----------|-------------------------------|-------|---------|-------------|----------|
| EDCI 450 | Capstone for Ed Leaders | NR | (1) | Spring 2022 | |
| EDCO 402 | Intern: Assess and Instruct | NR | (9) | Spring 2022 | |
| EDCO 410 | Education in a Democracy | NR | (2) | Spring 2022 | |
| MLAN 360 | Topics in Comparative Culture | NR | (3) | Spring 2022 | |
| TFEL 101X | Teaching Fellows Seminar | NR | (1) | Spring 2022 | |

Insufficient

Credits applied: 3 Classes applied: 11

| Course | Title | Grade | Credits | Term | Repeated |
|-----------|--------------------------------|-------|---------|-------------|----------|
| ANTH 201 | Introd to Cultural Anthropolog | N | 0 | Spring 1997 | |
| BIOL 101 | Human Biology | F | 0 | Spring 1998 | (R) |
| CSCI 101L | Intro to Computers Lab | | 3 | Spring 1996 | |
| ECON 201 | Principles of Macroeconomics | F | 0 | Fall 1996 | (R) |
| MATH 101A | Precalculus Mathematics I | U | 0 | Fall 1995 | |
| MATH 101B | Precalculus Mathematics I | F | 0 | Spring 1996 | |
| PSYC 303 | Research I:Experimental Psy | N | 0 | Fall 1997 | |
| SOCL 201 | Principles of Sociology | D | 0 | Fall 1996 | (R) |

What-If Analysis

The **What-If** feature allows students to see how the coursework they have already taken would apply to a new or additional academic program. This can be helpful when students want to evaluate a change to their current degree, major, minor, or concentration. Students and advisors can also use the What-If function to determine if a change in catalog year is beneficial to the student.

1. Select **What-If**.

Academic **What-If**

Format Student View

Degree progress

Winthrop GPA 3.473

In-progress classes Preregistered classes

PROCESS

64% Requirements 57% Credits

What-If Analysis

Use current curriculum In-progress classes Preregistered classes

- In-progress and Preregistered classes are selected and will be applied to the analysis. If you do not want to include them, you can deselect the check boxes for these options.
- Use the drop-downs to select the appropriate information for the program and areas of study the student is considering.

What-If Analysis

Use current curriculum In-progress classes Preregistered classes

Program

Catalog year * 2020-2021

Degree * Bachelor of Arts

Level * Undergraduate

Areas of study

Major * Minor Concentration

Additional areas of study

4. If needed, select **Additional areas of study** to add another major, minor, etc.

Additional areas of study ^

Degree ▼ Major ▼ Minor ▼

Concentration ▼

CANCEL ADD

5. Add future classes to see how individual courses might alter the student's progress in the new major.

Future classes

Subject Number ADD

RESET PROCESS

6. Select **Process**.

The What-If Analysis will appear with the alternative program's requirements and the student's progress towards the requirements.

What-If Analysis ▼

Format
 Student View ▼

Degree progress

46% 57% Winthrop GPA
 3.473

Requirements Credits

Audit date 02/02/2022 11:36 PM Save audit Delete audit Collapse all ^

Bachelor of Science INCOMPLETE ^

Credits required: 120 Credits applied: 69 Catalog year: 2020-2021

Unmet conditions for this set of requirements: 51 Credits needed

- Steps Towards Graduation
- 2.0 GPA Requirement Met

Process Another What - If Analysis

The What-If Analysis block will collapse once the analysis is processed.

1. Select the **down arrow** to expand the What-If Analysis block.

What-If Analysis ▼

Format Student View ▼

Degree progress

46% 57%

Requirements Credits

Winthrop GPA 3.473

2. Select **Reset** at the bottom of the block.

Future classes

Subject Number ADD

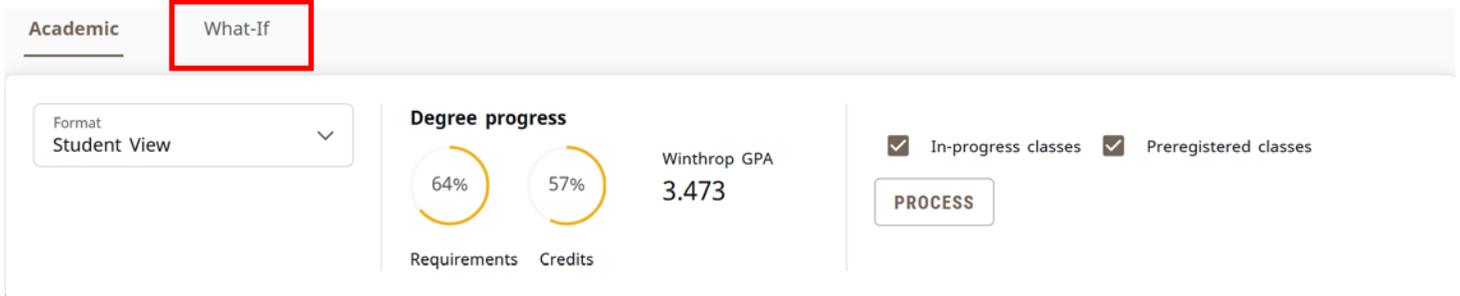
RESET PROCESS

3. Use the drop-downs to select the appropriate information for the program the student is considering.
4. Select **Process**.

Future Classes

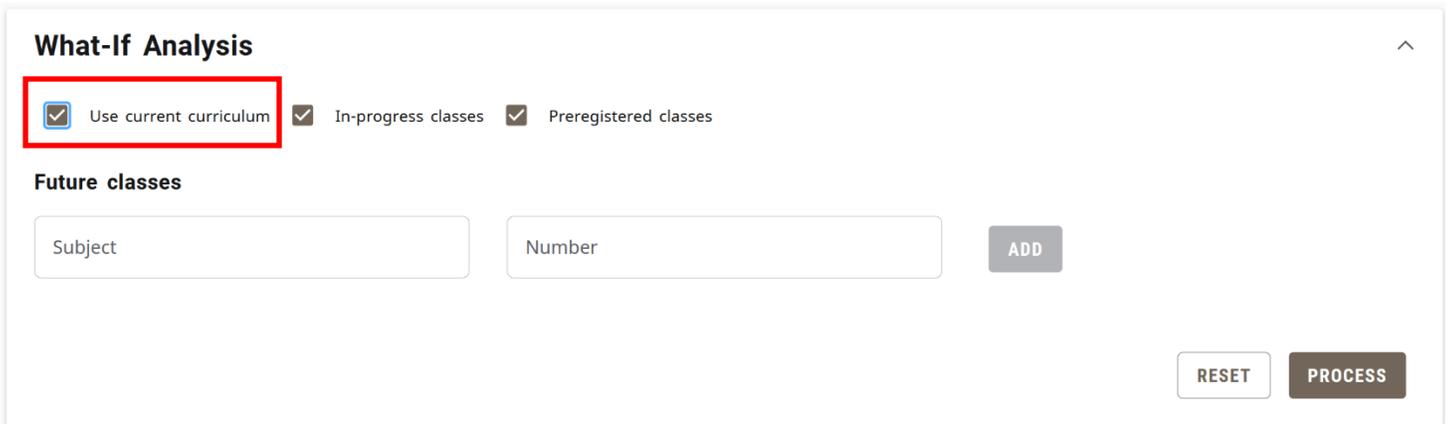
The Future Classes section in the What-If Analysis has replaced the Look Ahead tool. You can create a What-If Analysis to see if a course will meet a student's current program requirement.

1. Select **What-If**.



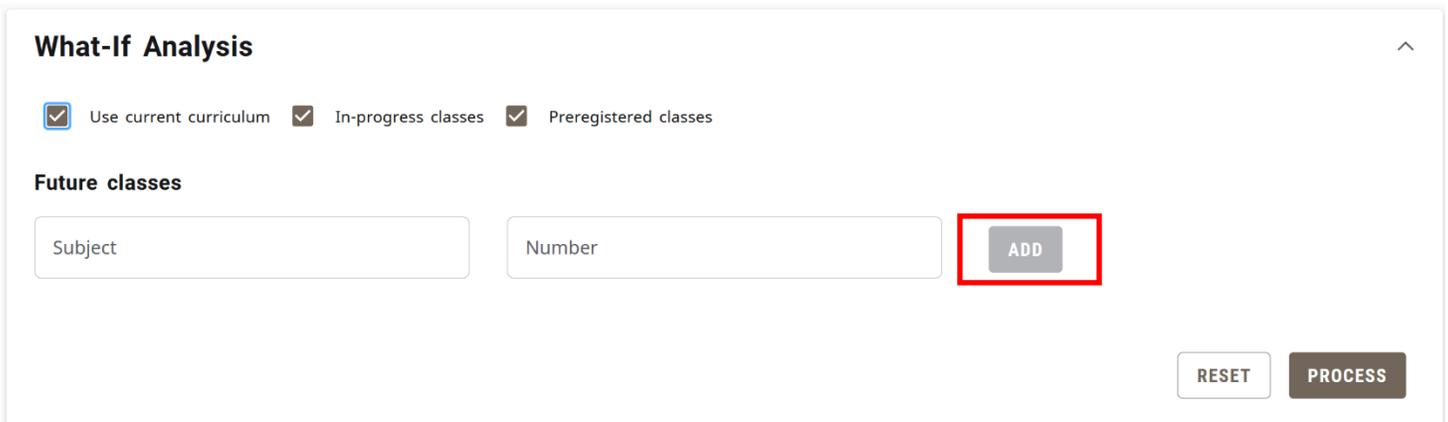
The screenshot shows the 'Academic' section with the 'What-If' tab selected and highlighted by a red box. Below the tabs, there is a 'Format' dropdown menu set to 'Student View'. To the right, the 'Degree progress' section shows two circular progress indicators: 'Requirements' at 64% and 'Credits' at 57%. Further right, the 'Winthrop GPA' is listed as 3.473. On the far right, there are two checked checkboxes for 'In-progress classes' and 'Preregistered classes', and a 'PROCESS' button.

2. Select the **Use current curriculum** check box.



The screenshot shows the 'What-If Analysis' form. The 'Use current curriculum' checkbox is checked and highlighted with a red box. Other checked checkboxes include 'In-progress classes' and 'Preregistered classes'. Below these, the 'Future classes' section has two input fields labeled 'Subject' and 'Number', followed by an 'ADD' button. At the bottom right, there are 'RESET' and 'PROCESS' buttons.

3. Enter the Subject and Number for the class. Select **Add**.



The screenshot shows the 'What-If Analysis' form with the 'Use current curriculum' checkbox checked. The 'Future classes' section has two input fields labeled 'Subject' and 'Number'. The 'ADD' button is highlighted with a red box. At the bottom right, there are 'RESET' and 'PROCESS' buttons.

4. Add as many courses as you wish to view on the audit. Select **Process**.

5. The audit will appear. Scroll through the audit to see where the courses appear and if they meet the student's program requirements. They will show as **PLANNED** and **in-progress** on the audit.

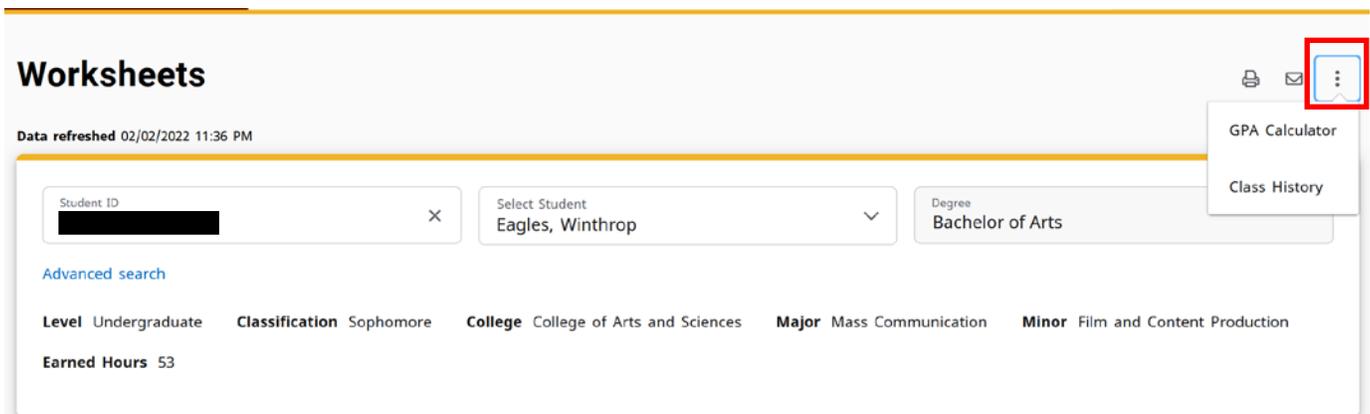
| | | | | | | |
|---|-------------------------------------|----------|------------------------------|------|-----|-------------|
| ✔ | Foundations of Digital Media | MCOM 230 | Foundations of Digital Media | A- | 3 | Fall 2021 |
| ⓘ | Media Writing | MCOM 241 | Media Writing | NR | (3) | Spring 2022 |
| ⓘ | Mass Comm Theory & Research | MCOM 301 | Mass Comm Theory & Research | PLAN | (3) | PLANNED |
| ⓘ | Mass Media Law | MCOM 310 | Mass Media Law | PLAN | (3) | PLANNED |
| ⓘ | Principles of Television Production | MCOM 346 | Digital Video Production | PLAN | (3) | PLANNED |

GPA Calculators

Degree Works contains three types of GPA Calculators: Graduation, Term, and Advice. The GPA Calculator can provide advice about grades required in order to maintain and/or achieve a particular GPA. The GPA calculators are estimates and are not considered official.

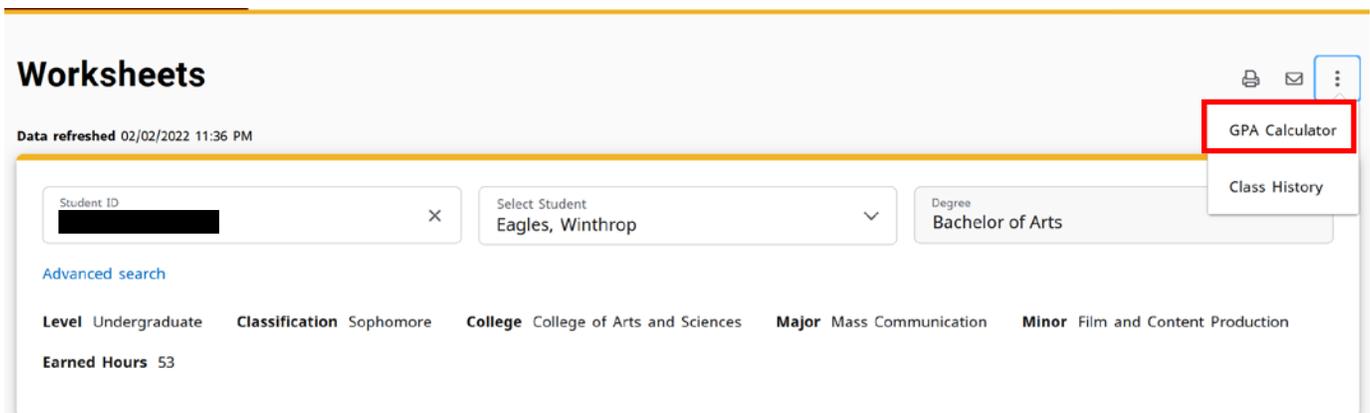
Please note that the GPA Calculators do not take repeats into account (i.e. if a student plans on repeating a course in which they previously received a low or failing grade, that low or failing grade will be calculating in this formula. Once the repeated course is completed, then the original low or failing grade will no longer count toward the overall GPA.)

1. Select the **Ellipsis** at the top right corner of the screen.



The screenshot shows the 'Worksheets' page in Degree Works. At the top right, there is a menu icon (three vertical dots) highlighted with a red box. A dropdown menu is open, showing 'GPA Calculator' and 'Class History' options. Below the menu, there are search filters for Student ID, Student (Eagles, Winthrop), and Degree (Bachelor of Arts). The page also displays search criteria for Level (Undergraduate), Classification (Sophomore), College (College of Arts and Sciences), Major (Mass Communication), Minor (Film and Content Production), and Earned Hours (53).

2. Select **GPA Calculator**.



This screenshot is identical to the previous one, but the 'GPA Calculator' option in the dropdown menu is now highlighted with a red box, indicating it has been selected.

Graduation Calculator

The Graduation Calculator is used to estimate the average GPA the student needs to maintain in their remaining terms to graduate with a desired GPA. This calculator can be helpful for a student who would like to graduate with specific honors.

1. The student's current GPA, number of credits remaining, and number of credits required are listed. Enter the GPA the student would like to earn upon graduation in the Desired GPA field.

GPA Calculator

×

Graduation Calculator | Term Calculator | Advice Calculator

Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal.

Current GPA *
3.473

Credits remaining *
51

Credits required *
120

Desired GPA *

CALCULATE

2. Select **Calculate**.
3. The average GPA the student must maintain to graduate with the desired GPA will be listed at the top of the window.
4. Select **Recalculate** if you would like to input another desired GPA.

GPA Calculator

×

Graduation Calculator | Term Calculator | Advice Calculator

You need to average a 3.537 over your final 51 credits to graduate with your desired GPA.

| | |
|-------------------|-------|
| Current GPA | 3.473 |
| Credits remaining | 51 |
| Credits required | 120 |
| Desired GPA | 3.50 |

RECALCULATE

Term Calculator

The Term Calculator will estimate the student's GPA based on anticipated grades for in-progress courses.

1. Select **Term Calculator**. The current GPA, credits earned, and in-progress courses will be listed.
2. Use the grade drop-downs to select the anticipated grade for each course.
3. If needed, select **Add Course** or select the **trash icon** to delete a course that is listed.

GPA Calculator ×

Graduation Calculator **Term Calculator** Advice Calculator

Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term.

Current GPA * 3.473 Credits earned * 69

[Add Course](#)

| | | | |
|----------------------|----------------|--------------|--|
| Course * ARTH 176 | Credits * 3 | Grade * A | |
| Course * ECON 103 | Credits * 3 | Grade * A | |

CALCULATE

4. Once all the courses and anticipated grades are listed, select **Calculate**.

GPA Calculator ×

Graduation Calculator **Term Calculator** Advice Calculator

Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term.

Current GPA * 3.473 Credits earned * 69

[Add Course](#)

| | | | |
|----------------------|----------------|---------------|--|
| Course * ARTH 176 | Credits * 3 | Grade * A | |
| Course * ECON 103 | Credits * 3 | Grade * B- | |

CALCULATE

5. The student's estimated GPA will be listed at the top of the window.

GPA Calculator ×

Graduation Calculator **Term Calculator** Advice Calculator

Calculated GPA

By achieving the grades listed here, your GPA at the end of the term will be 3.466

Current GPA 3.473
Credits earned 69

| Course | Credits | Grade |
|----------|---------|-------|
| ARTH 176 | 3 | A |
| ECON 103 | 3 | B |
| ENGL 333 | 1 | C |
| MCOM 241 | 3 | A |

RECALCULATE

6. Select **Recalculate** to modify the anticipated grades.

Advice Calculator

The advice calculator will show how many credits must be earned with certain grade averages to achieve a desired GPA.

1. Select **Advice Calculator**.
2. The student's current GPA and number of credits earned are listed. Enter the student's Desired GPA.

GPA Calculator



Graduation Calculator Term Calculator **Advice Calculator**

Enter your desired GPA at graduation to see the grades you need to earn to achieve that goal.

Current GPA *
3.473

Credits earned *
69

Desired GPA *

CALCULATE

3. Select **Calculate**.
4. The scenarios to achieve the desired GPA are listed.

GPA Calculator



Graduation Calculator Term Calculator **Advice Calculator**

To achieve your desired GPA, you need one of the following:

4 credits at 4.0 (A) grade average

12 credits at 3.7 (A-) grade average

Note: Results that would require you to take more than 150 credits have been omitted.

| | |
|----------------|-------|
| Current GPA | 3.473 |
| Credits earned | 69 |
| Desired GPA | 3.50 |

RECALCULATE

5. Select **Recalculate** to enter another desired GPA.

Using the Planner

The Student Educational Planner (SEP) is an advising tool in Degree Works that students and advisors can use to map out a clear pathway for timely degree completion. Advising plans created in SEP will show students the required courses within their program(s) and a recommended timeline of when they should be completed.

****NOTE:** For the best results, please use Google Chrome or Mozilla Firefox.

Getting Started with Plans

*Make sure that the student's academic goals are up-to-date before creating a plan.

1. Click the "Plans" tab at the top of the worksheet in Degree Works.



2. Once you have selected "Plans", select "New Plan" if the student does not have a plan created.



Once you have clicked this button, the following pop-up will appear if the student has no created plans yet.

Create Plan



Would you like to create a plan based on a template or would you like to start from scratch?

SELECT TEMPLATE

BLANK PLAN

You will be prompted to create a blank plan or select a template. Click **Blank Plan** if you will not be using a pre-loaded template for the student's chosen program.

If the **student already has one or more plans created**, you will see the following screen.

Plan List

NEW PLAN

| Description | Active | Modified ↓ | Who | Degree | Level | Status |
|--|--------|------------|---------------------|--------|-------|--|
| Test Plan - BA in Mass Comm. (2021-2022 Catalog) | Yes | 02/03/2022 | Wright, Cassandra M | BA | UG | Not locked  |

Page 1 of 1

Total results: 1

You can edit or review each of those plans by clicking on the plan name.

* **Ideally, you will want to have only one plan** for the student's program checklist or program of study that is maintained rather than creating a plan for each advising term.

Steps to Building a Plan

1. Select the starting term for the plan

- Select from the drop-down menu then click “**Submit**”.

Select a Starting Term



Please select a term to serve as your starting term for this plan

CANCEL

SUBMIT

2. Name the plan

- Consider using the name of the program or major. This is helpful if a student changes majors because they will be alerted that this is not the plan they should be following now.

Edit Plan



Description *

Active Locked

CANCEL

SAVE

3. Make sure that the student’s degree matches the plan degree.

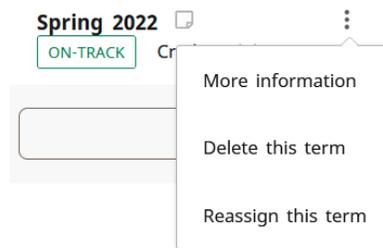
4. Advisors have the option to mark the plan active and/or locked.

- **Active** plans should indicate that the plan is current. Outdated or old plans should not be marked active.
- **Locked** plans do not allow students to edit the plan. Only advisors may lock or unlock a plan.
- Plans must be marked both active and locked to use the tracking feature (i.e. on-track, off-track, warning). Only one plan should be marked both active and locked.

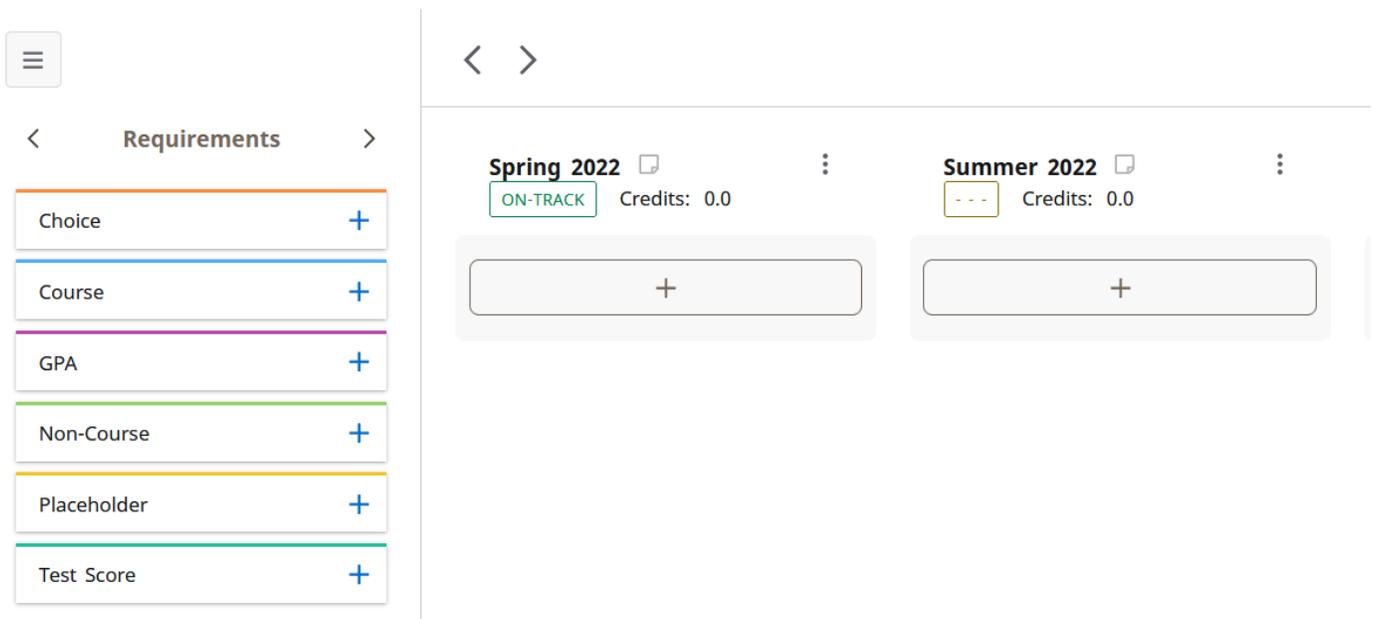
Add a term by clicking on the **ADD TERM** button at the far right.



If you need to **delete a term**, click on the three vertical dots to the right of the semester you want to delete then select **Delete this term**.



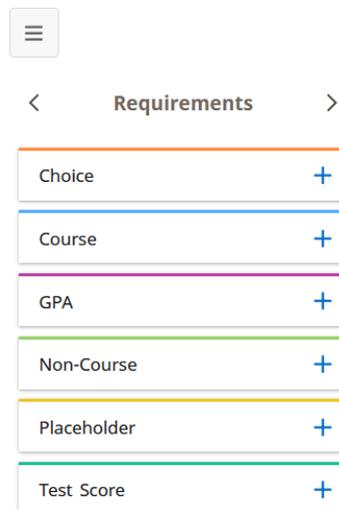
Once you have added the semesters, requirements can be added. There are several requirement options to choose from on the **Requirements** from the left sidebar options.



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Requirement Options

- **Choice:** Use this when there are several course options that can fulfill a requirement. For example, a student can take MCOM 325 or 348 for the major.
- **GPA:** You can plan for three types of minimum GPAs for a term: Class, Major, Student System Overall GPA.
- **Non-Course:** Plan for non-course items that need to be completed as part of a degree with this requirement. Examples include a Comprehensive Exam, Oral Exam, Capstone, Graduate Portfolio, etc.
- **Placeholder:** These requirements are informational only and are not included in tracking. Click on the arrow to see all the options. These can be beneficial because you can select “General Elective”, “Lab Science”, or other options and can further specify by typing what you want the student to plan for in the “Value” box. Placeholders do not allow for a credit count.
- **Course:** A single course can be planned for with this requirement. ***You will likely use this requirement option the most.** A course can be entered manually or from a list of courses by prefix or from a "still needed list".
- **Test Score:** Tests that need to be completed as part of a degree can be planned for with the test requirement.



The screenshot shows a mobile application interface for selecting requirements. At the top left is a hamburger menu icon. Below it is a navigation bar with a left arrow, the word "Requirements" in the center, and a right arrow. The main content area consists of a vertical list of six requirement options, each in a white box with a colored border and a blue plus sign on the right:

| | |
|-------------|---|
| Choice | + |
| Course | + |
| GPA | + |
| Non-Course | + |
| Placeholder | + |
| Test Score | + |

Adding a Planned Course

- After selecting "**Course**", select the term to add the course to from the drop-down menu.
- Type the course prefix and course number in the "Course requirement" box. Press enter or wait for the course to appear. Select the course.
- Other course specifications: You can also specify a minimum grade that must be received in the course and the delivery method, such as on campus or online.
- Click "Save" to save this course to the semester.

New Requirement ✕

Term * ▼

Critical

Q

You searched for: MCOM

Credits

Minimum grade ▼

Campus ▼

Delivery
On-Campus Class ▼

CANCEL SAVE

Adding a Choice

The Choice requirement option allows you to add several choices for a student to choose from in a specific semester.

- After selecting "**Choice**", select the term to add the choices to from the drop-down menu. Type the course prefix and course number in the "**Choice requirement**" box. Press enter or wait a moment for the course to appear. Select the course.
- Click on "Add" to the far right. This will allow you to add an additional course choice (or several choices) to the semester.
- Next, add the next course option(s) as you did the first.
- You can also specify the number of credits that should be taken when a student selects one of these courses. A minimum grade may also be added to the choice.
- Click "Save" to save these course choices to the semester.
 - "**Add a paired course or lab**" should only be used when courses must be or are best taken concurrently, such as BIOL 150 and BIOL 151.
- The planned requirement can also be marked critical.
- Choice options in a plan will always appear below the planned courses and will have an orange bar on the top.

New Requirement [X]

Term *
Spring 2022

Critical

Choice requirement [Add]

MCOM 301 [Q] Attribute [v] [X]

[Add a paired course or lab](#)

[CLEAR SELECTION]

Credits

[CANCEL] [SAVE]

Requirements

- Choice +
- Course +
- GPA +
- Non-Course +
- Placeholder +
- Test Score +

Spring 2022 [OFF-TRACK] Credits: 15.0

- + [v]
- MCOM 301 Credits: 3.0 [WARNING] [v]
- MCOM 310 Credits: 3.0 [WARNING] [v]

Summer 2022 Credits: 0.0

- + [v]
- MCOM 481 or MCOM 482 or MCOM 483 or MCOM 484 [WARNING] [v]

Adding a Placeholder

Placeholder requirements are informational only. Advisors and students may find these beneficial because you can select from various options and add information in the value field.

- After selecting "Placeholder", select the term to add it to from the drop-down menu.
- Select from the list of pre-built placeholder options (our example here is "Elective").
- Whatever is added in the "Value" field will display to the student in the plan.
- Click "Save" to save the placeholder to the semester.

New Requirement



Requirement type
Placeholder

Term *

Placeholder *
Elective

Value *

CANCEL

SAVE

Other Options for Adding Courses

Click on the + at the top or bottom of a specific term.

You may then add a single course or multiple courses by:

- Typing in the course subject in the **"Subjects"** box. This will bring up a list of course subjects.
- Select the subject that corresponds to the course prefix (i.e. Biology=BIOL). This will bring up a list of all courses in the selected subject/prefix.
- Click the box beside any/all of the courses you want to add. You can add multiple course subjects to the term before clicking on **"Add to plan"** at the bottom left. (You can easily uncheck a course or click the "x" beside the course if you change your mind.)
- Courses will be added to the term you are working in and will be displayed in the order they are selected.

Add requirements to Spring 2022

Subjects

Courses Still needed

Subjects Search by title

African-American Studies (AAMS)

| | | | |
|--------------------------|----------------------------------|--------------------------------------|-------------|
| <input type="checkbox"/> | Course AAMS 199 | Title Gen African Amer Studies Elect | Credits 3.0 |
| <input type="checkbox"/> | Course AAMS 299 | Title Gen African-Amer Studies Elect | Credits 3.0 |
| <input type="checkbox"/> | Course AAMS 300 | Title African American Studies | Credits 3.0 |
| <input type="checkbox"/> | Course AAMS 300H | Title African American Studies | Credits 3.0 |
| <input type="checkbox"/> | Course AAMS 302 | Title Modern Civil Rights Movmt | Credits 3.0 |
| <input type="checkbox"/> | Course AAMS 303 | Title Geography of Africa | Credits 3.0 |

Click on the left arrow beside **"Requirements"** in the sidebar to reach **"Courses"** or click on the arrow to the right for a list of the **"Still Needed"** courses.

- Type the course title (or portion of the title) in the "Course Title" box. This will bring up list of courses that contain that word in the title. (Example="Intro to")
- The drop-down will populate with all known active course prefixes in Banner that contain the word "Intro to" (from our example).
- Click the drop-down arrow to the right of the course prefix to see the course. Click and drag the course to the term the course is to be planned in. (Example=ACCT 280 "Intro to Financial Accounting")

Courses Still needed

Subjects Search by title

Accounting (ACCT)

| | | |
|--------------------------|----------------------------------|--------------------------------------|
| <input type="checkbox"/> | Course ACCT 280 | Title Intro to Financial Accounting |
| <input type="checkbox"/> | Course ACCT 280H | Title Intro to Financial Accounting |
| <input type="checkbox"/> | Course ACCT 281 | Title Intro to Managerial Accounting |
| <input type="checkbox"/> | Course ACCT 281H | Title Intro to Managerial Accounting |

Anthropology (ANTH)

| | | |
|--------------------------|---------------------------------|-------------------------------------|
| <input type="checkbox"/> | Course ANTH 202 | Title Intro to Biological Anthropol |
|--------------------------|---------------------------------|-------------------------------------|

MOVING A COURSE TO ANOTHER TERM

If needed, you can drag and drop requirements to different semesters. This is beneficial as changes occur throughout a student's progression toward their degree. If the student did not take a course during the specified semester, simply move it to another semester. The course (or other requirement) may also be reassigned to a different semester via the ellipsis on the top right-hand corner of the class.

ADDING A NOTE TO A COURSE

To add a note to a requirement, click on the paper icon at the bottom right-hand corner of the class. Once the note is saved, the small note icon will be outlined in blue.

