Beginning/Editing a Plan

To begin using Plans, from a DegreeWorks worksheet, click on “Plans”.

If there is an existing Plan(s), it will be listed under “List of plans”. You may edit an existing Plan by highlighting it and double-clicking to open it.

If you wish to create a new plan either from scratch or from a template, select “New Plan”.

If a Plan already exists for the student, or upon saving a Plan and/or exiting Plans, clicking on the Plans tab again will give the Advisor and the Student a Calendar view of the plan. The Plan displaying in Calendar view can be edited by selecting Edit from the View pull-down menu. Select View Plan List to see the list of all of the student’s Plans.
If no Plans exist or you wish to create a New Plan, you will be prompted to Create a New Plan. Select from either a “Blank Plan” or “Select Template”. A blank plan is a plan built from scratch for one or more terms, whereas a template is from one of MSU’s degree programs. Proceed to the next steps for creating a Blank Plan. See separate instructions for using Templates.

When creating a Blank Plan, enter a description of the Plan, then click the + icon to add the term for which you are planning.
Once you have entered a description for the Plan and selected a term, you are ready to add requirements to the term. There are multiple ways to add requirements to a term. You can select a requirement from the term’s “+” icon, or you can click and drag specific courses from the Still Needed or Master course lists on the right side of the screen into the term.

1. To select a requirement from the term’s + icon, choose from Choice, Course, GPA, or Placeholder.
   a. Choice allows you to enter a course among one or more options. You can select options for a specific course or select options among CORE categories by using Attributes.
   b. Course allows you to type a specific course into that term. Note: the course must be typed exactly as it appears in the course list, including CORE abbreviation.
   c. GPA allows you to specify a GPA requirement for that term.
   d. Placeholder requirement allows you to enter notes about a requirement for that term.

2. To select a requirement from one or more course lists on the right side of the screen, select from CORE 2.0 requirements, Major requirements, Minor requirements, or other possible requirements such as Honors or certificates; or select from the Master List of all MSU courses in alphabetical order. Upon finding the course, click and drag it into the term box.

If you wish to delete a requirement from a term, simply click inside the requirement until the background becomes blue, then click the “-” icon to delete.
Using DegreeWorks Plans (for Advisors & Students) - Creating a Blank Plan

Note: Optimum web browser for use with DegreeWorks Plans is Google Chrome or Firefox

Advisors can add notes to an individual requirement within a term, to the term as a whole, or to the entire Plan. Note: students can view notes but cannot enter notes themselves. Hint: Advisors may use Notes to include student’s registration PIN.

Advisors: to add a note, click on the icon to open it, then click “Add Note”. Upon completing the note, click “Done”. When a note is entered, the solid icon turns to one with lines and can be opened by an advisor or student to read fully, or hovering over it will display the first few words of the note.

A summary of all notes can also be viewed by selecting “Notes” from the View pull down menu.
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Be sure to Save the Plan periodically.

If a course in the plan is missing some pre- or co-requisites for one or more courses, this Validation Error will appear upon clicking Save:

As the error message states, you can click ‘Cancel’ to see which courses within the Plan have missing pre- or co-reqs and resolve the error by editing the Plan. Or, you can continue without resolving the error by clicking OK.

Note: students may still be prevented from registering for a course without the appropriate pre- and/or co-requisite despite being able to save it in their Plan.

Upon clicking ‘Cancel’ to view and resolve the error, you will see a highlighted warning symbol, whereby you can hover over it to view the specifics of the pre- or co-req error and edit the plan accordingly to include the pre- or co-req; or edit by changing the course entirely.

Note: Upon saving the Plan with the error, the highlighted warning symbol of which course(s) in the Plan have the missing pre- and/or co-reqs will disappear until the Plan is edited again.

DegreeWorks does not recognize courses on a Choice Requirement as courses that are planned to be taken, so the Validation Error will also appear if a pre- and/or co-req is listed as a Choice. To resolve this, double-click to open the Choice Requirement and select one of the choices by clicking on the appropriate radial button. The Plan will now indicate the selected choice, but the choices still appear if you change your mind later.
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Audit from the Plan is a way to ensure the requirements entered into the Plan match what is required for the degree program.

Planned courses will display in blue on the Plan Audit.

<table>
<thead>
<tr>
<th>Catalog Year:</th>
<th>2014-2015 GPA: 1.769</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block for requirements that also fulfill CORE 2.0 requirements</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Catalog Year:</td>
</tr>
<tr>
<td>Seminar (3)</td>
<td></td>
</tr>
<tr>
<td>COM 110US</td>
<td>Intro to General Chemistry</td>
</tr>
<tr>
<td>ENTH 101N</td>
<td>Earth System Sciences</td>
</tr>
<tr>
<td>Studio (0)</td>
<td></td>
</tr>
<tr>
<td>M 121Q</td>
<td>College Algebra</td>
</tr>
<tr>
<td>RASX 105D</td>
<td>Intro Native Amer Studies</td>
</tr>
</tbody>
</table>

Note: the Plan Audit cannot be saved; the student’s worksheet remains the most accurate checklist of requirements.
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The ‘Active’ box allows for a plan to be tracked with the student’s worksheet and/or audit.

Upon completion of building or editing a Plan, an Advisor can ‘Lock’ a Plan. A locked Plan will allow the Plan to be sent to CatCourse where the student will register for courses. A student can still open and view a Locked Plan, and even edit it by saving it with a new title, but the Locked Plan will remain as an advising record.