

Degree Works Planner

A “How to” Guide

A decorative graphic consisting of several horizontal lines in red and white, extending from the right side of the page towards the center.

Degree Works Planner

- Allows students to create, view and save a 4-year schedule of courses
- A student can create one or many plans, but can have **ONLY one active AND locked plan**
- Plans are created in 1 of 2 ways:
 1. Create a plan from scratch (instructions to follow)
 2. Create a plan from a major specific template (templates available for select majors)

Degree Works Planner

Create a plan from scratch

Find Student ID Name Degree

Worksheets **Plans** Exceptions GPA Calc

Create Plan

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

Blank Plan Select Template

Create a Plan from Scratch

1. Once in Degree Works, open the “Plans” tab to create and view plans.
2. If you have no existing plans, a message box will appear asking if you would like to create a blank plan or select a template
3. Select “Blank Plan” to create from scratch

Note: If you have existing plans, select “New Plan” from the top right corner of the screen to get the “Create Plan” message box.

Create a Plan from Scratch

4. Enter a “Description” in the required description field
5. Select the “Degree” from the dropdown list, only active degree types are shown
Notes:
 - If you change degree types at a later date, plans will NOT be lost.
 - We ask that you have only one **active** plan saved at a time so that reporting data is as accurate as possible.
6. Save your plan

To continue the creation of a plan from scratch, review how to add requirements beginning on [Page 10](#).

Worksheets Plans Exceptions GPA Calc

Student Planner for: View: Edit

Description: Active Locked ☰ + - 📄

Degree: Level: Undergraduate

Tracking Status: Not displayed, plan is not active

Disclaimer: You are encouraged to use this degree plan as a guide for tracking your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This plan is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree plan, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

Degree Works Planner

Create a plan from template

FAQ

Find Student ID Name Degree

Worksheets

Plans

Exceptions

GPA Calc

Create Plan

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

Blank Plan Select Template

Select a starting Term

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

Start Term*

Cancel OK

Create a Plan from Template

1. Open the “Plans” tab to create and view plans.
2. If you have no existing plans, a message box will appear asking if you would like to create a blank plan or select a template
3. Choose “Select Template” to create from a pre-existing template

Note: If you have existing plans, select “New Plan” from the top right corner of the screen to get the “Create Plan” message box.

4. When the template opens, you will be asked to select the term you wish to start the plan. You should select the semester you were first enrolled at CSB/SJU and select “OK.”
5. Save your plan

To continue the modification of this major template to reflect your personal plan, review how to add requirements beginning on [Page 10](#).

Note: We ask that you to have only one **active** plan saved at a time so that reporting data is as accurate as possible.

Degree Works Planner

Open an existing plan

Student Planner for:

List of plans

Description:	Active
Registrar Test	Y
Test 2	N

Opening an Existing Plan

1. Select the plan from the list on the "Plans" tab
2. Double click on the selected plan to open

Degree Works Planner

Adding requirements:

Semesters, course requirements, and other degree requirements

Adding a Semester

1. Select the “+” plus sign at the top right corner of the plan to add a term
2. The term will then appear in the plan



Description: Registrar Test Active Locked

Degree: Bachelor of Arts Level: Undergraduate

▶ Fall 2015	Total Credits: 0.000	i	Reassign	Delete this term	+ - 📄
▼ Summer 2016	Total Credits: 0.000	i	Reassign	Delete this term	+ - 📄
▼ Fall 2016	Total Credits: 0.000	i	Reassign	Delete this term	+ - 📄

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Add Requirement

- Choice
- Course
- GPA
- Placeholder
- Test Score

Adding Requirements

Select the “+” plus sign in the top right corner of a **TERM** box to select a requirement type.

There are five requirement types available:

- A. Choice
- B. Course
- C. GPA
- D. Placeholder
- E. Test Score



Description: Registrar Test Active Locked

Degree: Bachelor of Arts Level: Undergraduate

▶ Fall 2015	Total Credits: 0.000	i	Reassign	Delete this term	+ -
▼ Summer 2016	Total Credits: 0.000	i	Reassign	Delete this term	+ -
▼ Fall 2016	Total Credits: 0.000	i	Reassign	Delete this term	+ -

Disclaimer: You are encouraged to use this degree plan as a guide for tracking your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This plan is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree plan, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

Adding Choices

The choices requirement is designed to let you list a number of courses or course options to give you flexibility as you plan to fill your courses for each semester.

1. You search for specific courses by utilizing the magnifying glass search option
2. You can designate any common curriculum requirements for a course by adding an "Attribute"
3. If a course requires an accompanying lab, you can add that by selecting the "+"

4. If you wish to add another course or range of courses to fulfill this open course slot, you can select "Add another option"
5. You can enter a minimum number of credits you want your course choice to fulfill for your plan
6. You can add any notes for this choice of courses in the Notes section

Wildcards

If you wish to represent a range of options, the planner utilizes the "@" symbol as a wildcard designation for a subject and/or a course number.

Wildcard Examples:

- @ 3@ with TU = Any Subject, any 300 level course with Theology Upper Division requirement
- @ @ with NS = Any subject, any course with Natural Science requirement
- PCST 1@ or PHIL @ = Any 100-level Peace Studies course or any Philosophy course

The screenshot shows a software interface for adding course choices. At the top, there are three tabs: "Critical", "Choice Requirement", and "Minimum Credits". The "Choice Requirement" tab is active. Below the tabs, there is a search bar with a magnifying glass icon and a dropdown menu set to "None". To the right of the search bar, there are plus and minus buttons. Below the search bar, there is a table with the following columns: "Course", "Attribute", "Course/Lab", and "Attribute". The table is currently empty. At the bottom of the interface, there are three buttons: "Add another option", "Select none", and "Done".

Adding Courses

The Course requirement is designed to let you add a single course from the existing course catalog listing for CSB/SJU.

1. You search for specific courses by utilizing the magnifying glass search option
2. You must enter the number of credits the course will fulfill for your plan
3. You can add a minimum grade, if one is required or needed
4. You can add any notes for this course choice in the Notes section

Note: You can also add courses from the CSB/SJU course catalog by dragging and dropping them from the courses or still needed menus on the right hand edge of the planner.

Critical	Course Requirement	Credits	Minimum Grade	Notes
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	None	<input type="text"/>

Course	Title
<input type="text"/>	<input type="text"/>
No courses are displayed	

Adding Courses

In addition to a course requirement, you can add courses by drag and drop from:

- Courses menu – a full listing of all courses still active in the CSB/SJU course catalog
- Still Needed menu – courses needed based on your specific degree and major

Note: You can see more options by expanding these menus by toggling the blue arrow boxes

Courses		
<input type="button" value="Collapse All"/>		
Course	#	Title
<input type="checkbox"/>		Academic Skills Center (ACSC)
<input type="checkbox"/>		Accounting & Finance (ACFN)
<input type="checkbox"/>		Art (ART)
<input checked="" type="checkbox"/>		Asian Studies (ASIA)
	ASIA 200	INTRO TO ASIAN S
	ASIA 271	INDEPT STUDY
	ASIA 371	INDEPT STUDY
	ASIA 397	INTERNSHIP
	ASIA 399	ASIAN STUDIES CA
<input type="checkbox"/>		Astronomy (ASTR)
<input type="checkbox"/>		Biochemistry (BCHM)
<input type="checkbox"/>		Biology (BIOL)
<input type="checkbox"/>		Chemistry (CHEM)
<input type="checkbox"/>		Chinese (CHIN)
<input type="checkbox"/>		Christian Education Ministry (CEMT)
<input type="checkbox"/>		Communication (COMM)
<input type="checkbox"/>		Computer Science (CSCI)
<input type="checkbox"/>		Courses of the College (COLG)
<input type="checkbox"/>		Does Not Apply (DNA)
<input type="checkbox"/>		Economics (ECON)
<input type="checkbox"/>		Education (EDUC)
<input type="checkbox"/>		English (ENGL)
<input type="checkbox"/>		English as a Second Language (ESL)
<input type="checkbox"/>		English for Bilingual Students (EBS)
<input type="checkbox"/>		Entrepreneurship (ENTR)
<input type="checkbox"/>		Environmental Studies (ENVR)

Still Needed
<input type="button" value="Refresh"/> <input type="button" value="Collapse All"/>
<input checked="" type="checkbox"/> Degree in Bachelor of Arts
<input checked="" type="checkbox"/> Common Curriculum
<i>DISCIPLINARY COURSE</i>
<i>REQUIREMENTS</i>
Fine Arts Experience
Requires attendance at 8 designated
Fine Arts events. NOTE: This
requirement will not show as
Met in DegreeWorks until after
the spring semester of your
second year of attendance, at
the earliest, and assuming that
all 8 events have been attended.
Theology Upper Division
1 Class in
<input type="checkbox"/> @ 3@ with ATTRIBUTE = TU
<input type="checkbox"/> Major in Economics
<input type="checkbox"/> Major in Political Science

Adding GPA

The GPA requirement is designed to let you list any GPA requirements that are needed to fulfill your degree requirements.

1. You choose what type of GPA is listed
 - Class List GPA
 - Major GPA
 - Overall cumulative GPA
2. If you select a Class List GPA, you will have to add a list of classes utilizing a plus sign (+) between them
 - Example: BIOL 101 + MATH 124
3. If you select a Major GPA, you will then be required to select a major from the listing provided.

4. You enter a minimum GPA value
5. You can add any notes for the GPA requirement in the Notes section

Fall 2011 Total Credits: 0.000 Reassign Delete this term

Critical	GPA Requirement	Major	Minimum GPA	Class List	Notes
<input type="checkbox"/>	<input type="text" value="Select"/> <ul style="list-style-type: none">SelectClass List GPAMajor GPAOverall GPA - Student System	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Adding Placeholders

Placeholders are designed to let you list any number of requirements that aren't built into existing courses.

1. You choose what type placeholder is represented
 - Comment
 - Common Curriculum Course
 - Course Range
 - Elective Course
 - Fine Arts Experience
 - Graduation Requirement
 - Language Proficiency
 - Non-Course
 - Recommended Course(s)
 - Wildcard

2. You then fill in the free form text field provided
3. You can add any notes for this placeholder in the Notes section

Placeholder Examples:

- Common Curriculum Course
 - Course w/ Gender Requirement
- Elective Course
 - 2 credit Chemistry course

- Graduation Requirements
 - Last semester - 124 credits required for graduation
 - 2nd semester sophomore year - Acceptance to Major Required

Placeholder Requirement	Value	Notes
<div data-bbox="0 1006 1197 1406"><p>Select</p><ul style="list-style-type: none">SelectCommentCommon Curriculum CourseCourse RangeElective CourseFine Arts ExperienceGraduation RequirementLanguage ProficiencyNon-CourseRecommended Course(s)Wildcard</div>	<input data-bbox="1223 1006 2407 1056" type="text"/>	<div data-bbox="2458 1006 2535 1056"></div>


Adding Test Scores

Test Scores are designed to you list any test taking requirements that aren't built into existing courses.

1. You choose which test needs to be completed

Note: New test score requirement options must be set up by the Registrar's Office

2. You then fill in the minimum score needed to pass the test. You may also indicate a higher score you aspire to, if desired.
3. You can add any notes for this test score requirement in the Notes section

Critical	Test Score Requirement	Minimum Score	Notes
<input type="checkbox"/>	<div data-bbox="129 1011 1256 1043">Select</div> <ul data-bbox="129 1058 1256 1428" style="list-style-type: none">SelectACT CompositeACT EnglishACT MathACT ReadingACT Science ReasoningLPE - Language Proficiency ExamNES Essential Academic Skills I - ReadingNES Essential Academic Skills II - WritingNES Essential Academic Skills III - MathematicsQSI - Quantitative Skills InventorySAT Mathematics	<input type="text"/>	

Degree Works Planner

Editing requirements

Editing a Plan

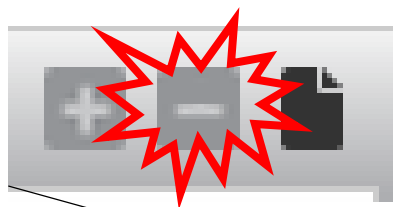
There are multiple ways a plan can be edited:

1. Drag and drop requirements to different semesters within the plan
2. Add or delete requirements
3. Reassign terms

Editing Requirements

Delete a requirement

1. First select the requirement you wish to delete (It is selected when it becomes a darker shade as opposed to the lighter color when hovering over the requirement)
2. Select the “-” minus sign at the top of the term the requirement is in to delete it



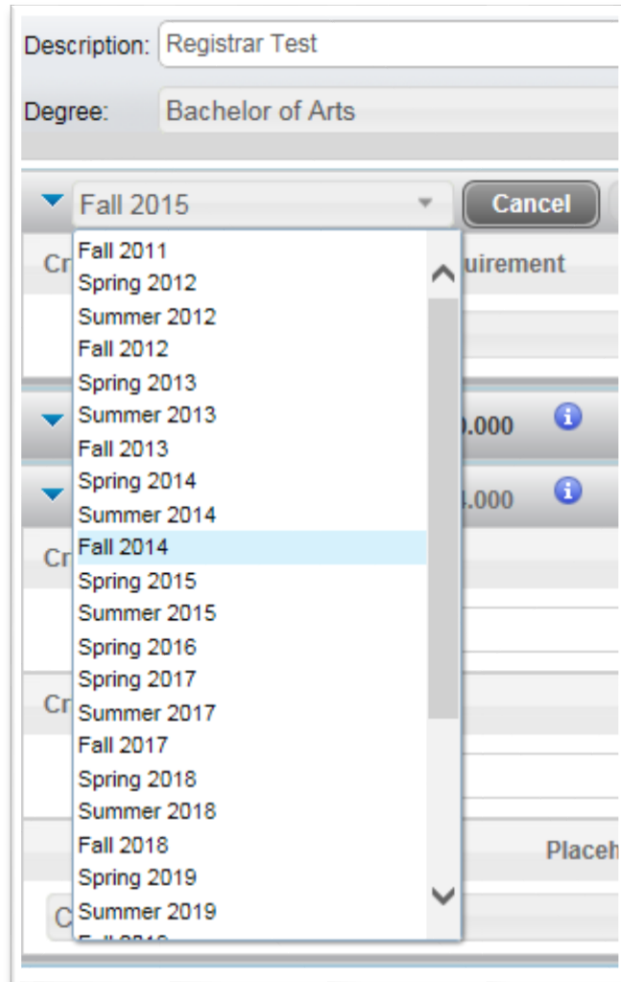
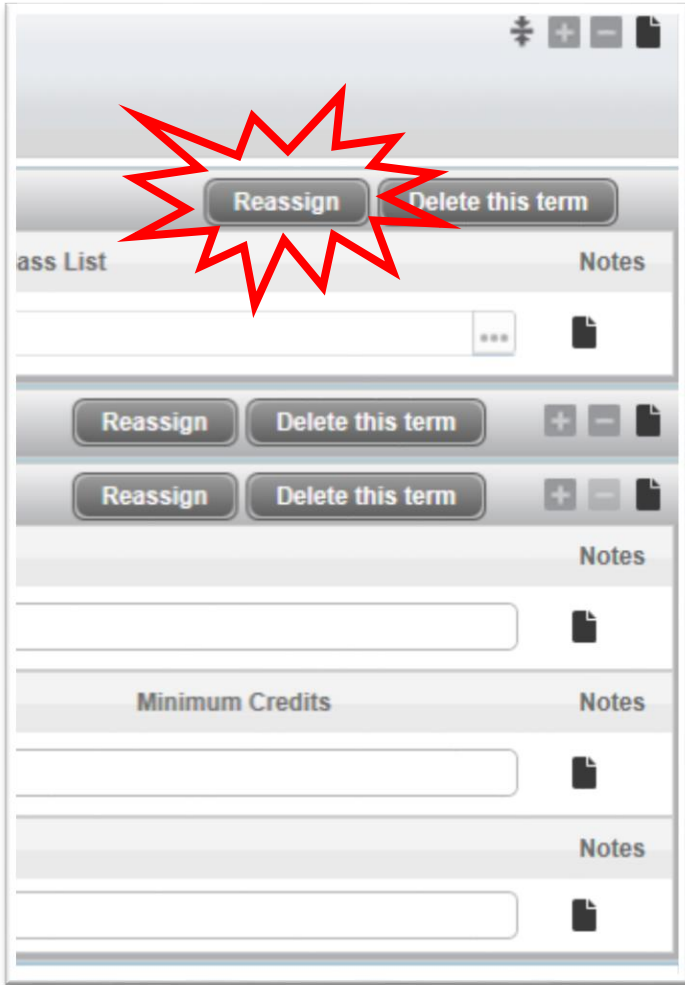
Description: Active Locked

Degree: Level: Undergraduate

Tracking Status: Not displayed, plan is not active

▼ Fall 2016 Total Credits: 12.000 Reassign Delete this term + - 📄

Critical	Choice Requirement	Minimum Credits	Minimum Grade	Notes
<input type="checkbox"/>	FYS 100 or HONR 100	4.0	None	📄
<input type="checkbox"/>	THEO 111 or @ @ with TH	4.0	None	📄
<input type="checkbox"/>	CHIN 111 or FREN 111 or GERM 111 or GREK 111 or HISP 111 or JAPN 111 or LATN 111	4.0	None	📄



Editing Requirements

Reassign terms

1. Reassign terms by clicking the “Reassign” button
2. Then, select the desired term from the dropdown menu
3. Click “OK” to complete the reassignment

Notes:

- If a term has already been used within the plan, it will not be available in the term dropdown menu.
- If you are reassigning to a term that already has planned courses, you must first delete the existing term or reassign it.

Degree Works Planner

Saving plans



Audit

Delete

Save As...

Save

Saving Plans

1. The “Save” button will save your current plan

Note: Changing the description and selecting “Save” will overwrite your previous plan.

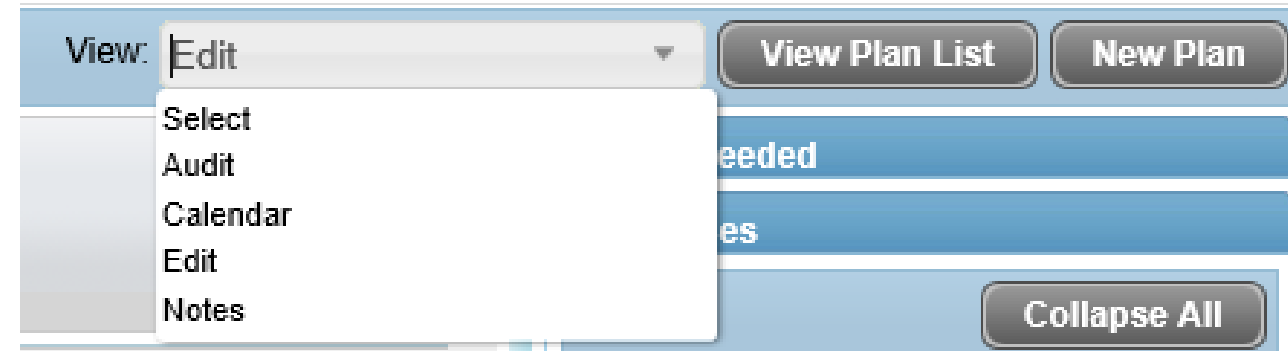
2. The “Save As” button will save a new copy of your plan even if the description does not change.
3. We ask that you have only one **active** plan saved at a time so that reporting data is as accurate as possible.

Degree Works Planner

View and/or Print your plan

Plan Views and Printing

- There are several views available in which to review or print your 4-year plan:
 - Audit (Places your plan and an audit against degree requirements side-by-side)
 - Calendar
 - Edit (the default view)
 - Notes (the BEST view to print)
- Your Degree Works 4-year Plan is available to you and your faculty advisor at all times via the web. But, if you wish to have a hard copy, the Notes view is the most thorough view





View Your Plan

In addition to the audit view, one can select “Audit” near the bottom of the page to view the planned requirements within an degree audit

Notes:

- Any changes made to a plan will not be visible within the audit until after the plan has been saved
- All completed, in-progress and planned courses will appear in the audit
- The audit engine is not able to process choices, GPAs, placeholders or test scores

Plan Audit ✕

New Planner Worksheet AA145PDm as of 07/28/2017 at 14:12 Print

Student	Mouse, Mickey Mighty	Level	Undergraduate	Degree	Not in Upper Division
ID	999888777	Campus	Saint John's University	Colleges	College of Arts and Sciences College of Arts and Sciences
Advisors	Schloe, Brent S Oelfke, Tory L	Class Level	First Year	Majors	Elementary Education Nursing
Academic Standing		Cohort	New Registrant - Fall 2017	Minor	
Cum GPA	0.00	Holds		Concentration	

❑ **Not Accepted to Major** Catalog Year: Fall 2017 - Spring 2018 Credits Required: 124
GPA: 0.00 Credits Applied: 4

Unmet conditions for this set of requirements: 124 credits are required to complete your degree at CSB/SJU. You currently have 4 credits (earned and registered) and still need 120 more.
45 credits must be completed at CSB/SJU. You currently have 4 credits (earned and registered) and still need 41 more.

IMPORTANT: 1) This degree audit is based on your current Banner records as reflected above. Any change to a major, minor, and/or concentration may affect your final degree requirements. 2) Students must ordinarily be in residence for the two semesters immediately preceding commencement. 'In residence' is defined as full-time enrollment at CSB/SJU with a minimum of 12 semester credits. 3) You may only transfer back a total of 8 credits to complete all degree requirements once you leave CSB/SJU. 4) If you feel any of the information displayed on your audit is incorrect, please consult the appropriate department chair or academic catalog.

<input type="checkbox"/> Accepted to a Major	Still Needed:	You have not yet been accepted to a major. Students are required to apply to a major during the second semester of their sophomore year.
<input type="checkbox"/> No Degree Application	Still Needed:	You will be asked to apply for graduation either in the spring semester of your junior year or when you have earned 80 or more credits. The Degree Application is available on the Graduation Requirements link on the Registrar's Office home page.
<input type="checkbox"/> Minimum GPA of 2.50	Still Needed:	Your cumulative GPA is below the minimum required GPA of 2.50 for the Elementary Education major. Please see your advisor.
<input type="checkbox"/> Common Curriculum	Still Needed:	See Common Curriculum section
<input type="checkbox"/> Major Requirements	Still Needed:	See Major in Elementary Education section See Major in Nursing section
<input type="checkbox"/> Upper Division Requirement	Still Needed:	A minimum of 40 upper division credits are required. You currently have 0 credits (earned and registered) and still need 40 more.

Degree Works Planner

Faculty Advisor Approval of Plan

Faculty Advisor Approval

1. Once you have developed and saved a plan, let your faculty advisor know which plan they should review (if you created more than one plan)
2. Your faculty advisor will review your plan, providing any feedback on suggested changes.
3. Once the plan is reviewed and approved by the faculty advisor, he/she **MUST** save the plan as both **Active and Locked**, so that reporting data is as accurate as possible.
4. All future changes to the plan **MUST** be made in consultation with your faculty advisor. They **MUST** unlock your plan before changes can be made.

Worksheets Planner Plans Notes Exceptions GPA Calc

Student Planner for:

Description: Registrar Test Active Locked

Degree: Bachelor of Arts Level: Undergraduate

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Degree Works Planner

Additional Planner Features

Features

Tracking

The tracking feature will evaluate whether you are making progress on your plan.

1. Tracking will only activate when a plan is both **Active AND Locked**
2. Tracking can **only** evaluate terms that are in process or complete, so future terms will not display a status

Description: Art Major Active Locked

Degree: Not in Upper Division Level: Undergraduate

Tracking Status: Off-Track

Off-Track		Fall 2016	Total Credits: 12.000			Reassign	Delete this term		
Tracking	Critical	Course Requirement		Credits		Minimum Grade		Notes	
Warning	<input type="checkbox"/>	ART 108		4.000		None			
Tracking	Critical	Choice Requirement		Minimum Credits		Minimum Grade		Notes	
Warning	<input type="checkbox"/>	FYS 100 or HONR 100		4.0		None			
Warning	<input type="checkbox"/>	ART 118 or ART 119		4.0		None			
Off-Track		Spring 2017	Total Credits: 8.000			Reassign	Delete this term		
On-Track		Summer 2017	Total Credits: 0.000			Reassign	Delete this term		

Still Needed

Refresh Collapse All

- ▶ Degree in Bachelor of Arts
- ▶ Common Curriculum

DISCIPLINARY COURSE

REQUIREMENTS

Fine Arts Experience

Requires attendance at 8 designated Fine Arts events. NOTE: This requirement will not show as Met in DegreeWorks until after the spring semester of your second year of attendance, at the earliest, and assuming that all 8 events have been attended.

Theology Upper Division

1 Class in

- ▶ @ 3@ with ATTRIBUTE = TU

- ▶ Major in Economics
- ▶ Major in Political Science

Still Needed

Refresh Collapse All

- ▶ Degree in Bachelor of Arts
- ▶ Common Curriculum
- ▶ Major in Economics
- ▶ Major in Political Science

Upper Division Political Science

Electives

16 Credits in

- ▶ POLS 3@

Senior Research Seminar (Capstone)

1 Class in

POLS 361 or
 POLS 362 or
 POLS 363 or
 POLS 364 or
 POLS 365

Political Science Senior Colloquium

Features

Still Needed Menu

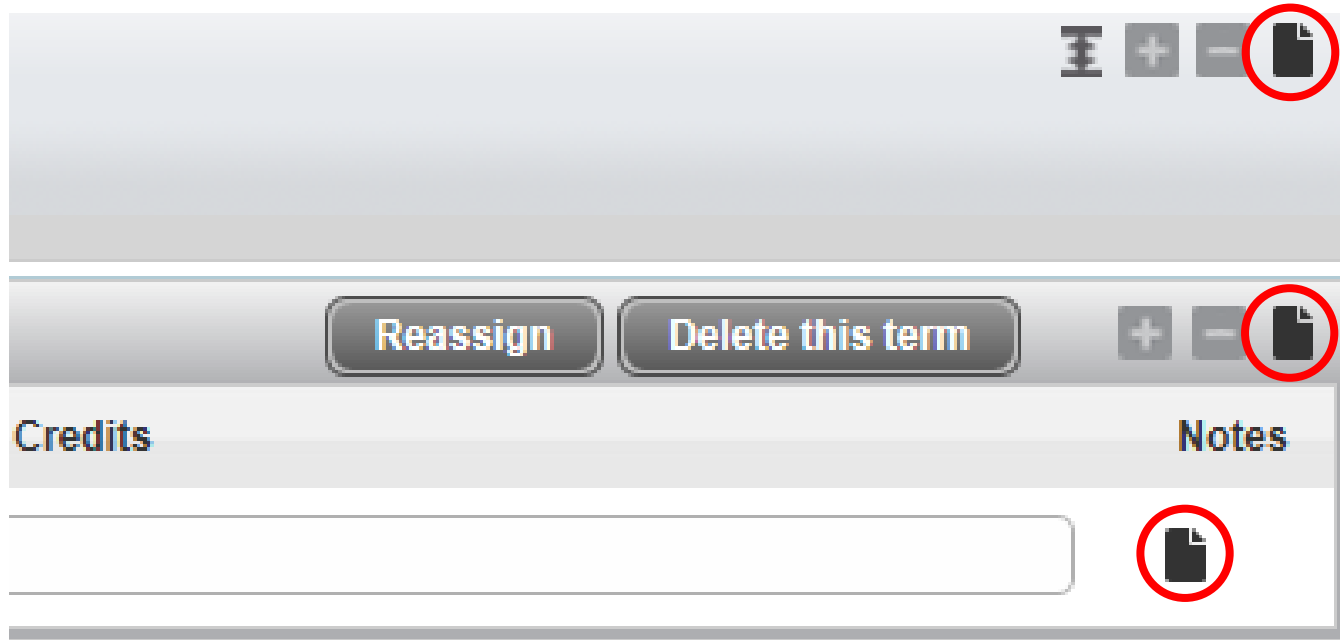
This menu allows you to view courses that are still needed for your degree plan.

- Click and drag courses to terms within the plan to add these courses
- Click on the expand arrows to find classes that meet wildcard requirements.

Example: If you need a 300 level Political Science elective, you can expand on the requirement (POLS 3@) to view a list of 300 level electives.
- Use the “Refresh” button to update the menu so that planned courses no longer appear in the Still Needed list

Important Note:

Courses with common curriculum attributes (GE, TU, NS, etc.) will ONLY show courses from the course catalog with these designations. Each semester, there are also specific sections of courses that may also gain these designations. These cannot be planned utilizing the planner because class schedules are not published that far in advance.



Features

Notes

- Notes can be added to all levels of the plan
 - The overall plan
 - Each term
 - Requirements within each term

Features

Integration with Class Registration

- 4-year plans in Degree Works will import into the new class registration
- The planner only allows additions at the course level, so the Plan Ahead feature of the new registration will allow you to select class sections

Plan Ahead

Find Classes **Degree Works Plans**

▼ Art Major

Critical Ir	Title	Details	Hours	Delivery	Choice Group	Choice Description	Attribute Summary	Note	
	SOPHOMORE TOPICS	ART 248	4						View Sections Add Course
	CONVERSATIONS/CULTURE: HMONG	NRSG 220A	2						View Sections Add Course
	INTRO/CHEM STRUCT/PROPERT(NS)	CHEM 125	4						View Sections Add Course
	INTRO TO ASIAN STUDIES	ASIA 200	4						View Sections Add Course

Schedule | Schedule Details

Class Schedule for Fall 2017

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
9am							
10am							
11am							
12pm							

plan1 +

Title	Details	Hours	CRN	Schedule Ty	Note	Status
CONVERSATIONS/CUL...	NRSG 220A	2			+ 📅	Planned
INTRO TO ASIAN STUDI...	ASIA 200	4			+ 📅	Planned
INTRO/CHEM STRUCT/...	CHEM 125	4			+ 📅	Planned
SOPHOMORE TOPICS	ART 248	4			+ 📅	Planned

Total Planned Hours: 14