Student Education Plans

DegreeWorks helps students meet their academic goals by providing a degree audit, showing program and degree requirements, progress toward degree completion and ‘what-if’ options. The Student Education Plan allows students to map out required coursework to complete their degrees in a timely manner. Templates have been built for the various USI programs to help students get started. The templates list all required courses, suggested elective courses, and options for students to customize their degrees. Additional information is also included to help students reach their academic goals. All Plans must be approved and ‘locked’ by the academic advisor, and any changes to a locked Plan must be approved by the advisor. The instructions below help a student build a customized 4-year plan.

Building a NEW Plan

From the DegreeWorks audit, click on the Plans tab.

![DegreeWorks interface showing plans]

The prompt will ask if you want to create a plan based on a template or from scratch. Select Template.
Select the appropriate template for your degree (BA, BS, BSE, etc.) and major. Pay particular attention to the degree. This is found in the header of the audit. The Search option may be used to filter the choices. If your major is a pre-major (pre-elementary education, pre-nursing, pre-criminal justice, etc.), select the actual major (elementary education, nursing, criminal justice, etc.) for the template. Double-click on the appropriate template. If there is a minor, concentration or emphasis that is included with the degree, select the appropriate option.

Select the starting term from the drop-down box; this is your first semester at USI. For first-semester freshmen, this will be the current term. Click OK.
The Plan template will open. The first two terms are expanded by default. You may expand all terms by clicking on the squiggly I icon at the top of the plan.

Before beginning to customize your plan, click on the Still Needed icon on the right sidebar. A list of courses not in the plan will appear. (If there are too many courses or options, you will need to refer to the bulletin.) Each of these courses must be included in your plan. After dragging a course from the Still Needed list to your template, refresh the Still Needed list to update. You may also use the Course search option, also shown in the sidebar.
Review the template beginning with the initial term:

- **Required courses:**
  - If you are currently enrolled in a required course, you do not need to do anything.
  - If you plan to enroll in a required course the next (or later) semester, drag and drop the course to the appropriate term.

- If you are NOT currently enrolled in a required course, and an additional course is needed (for example, if the program requires MATH 114 and you are enrolled in MATH 100),
  - Drag the entered course to the next semester.
  - Click on the + sign in the term bar, then select Course;
- Enter the name of the course or requirement. **NOTE:** a dot (or period) is **required** after the course number. For example, enter MATH 100. not MATH 100
- Tab to the Credits box; the appropriate number of credits will be populated.
- If a minimum grade is required for your program or for the course, enter that value.

- If you already have credit for a requirement (through Dual Credit courses, transfer coursework, AP credits, etc.), remove that requirement by highlighting the course or choice and then click on the – sign in the term bar. You do not want this course appearing on your audit twice.
- Choice courses with specific course options:
  - If options are available for a requirement (e.g., CMST 101 or CMST 107), click on the ellipsis box (…) to expand the options.
  - Select the radio button for the course in which you are currently enrolled. Click Done when finished.
- If you plan to enroll in the choice option the next semester, drag and drop the choice to the appropriate term.

- Choice courses with wildcards:
  - A wildcard is designated by the @ symbol and may be used for a discipline or course number. For example:
    - BIOL @ means any biology course.
    - BIOL 1@ means any 100-level biology course.
    - BIOL 1@ or BIOL 2@ means any 100-level or 200-level biology course.
    - @ @ means any elective course (any discipline, any level, any course number).
    - @ @ with [attribute] means to select any course with that attribute. For example, @ @ with MER means select any course that satisfies the Core 39 Ways of Knowing, Moral and Ethical Reasoning category.

- Select a course that satisfies the requirement and replace the wildcard. You may drag and drop a course from the Still Needed sidebar to fulfill a requirement or select any elective course. Be sure to check the minimum number of hours required. If you choose a course with fewer number of hours, you must add another course to reach the minimum.
• Notes may be attached to the plan, to the term, or to the course. Notes provide important information regarding your degree plan.
  - Yellow notes to the right of a course requirement or choice give additional explanation for that requirement. The note can be viewed by hovering over it or by double clicking to expand.

- Yellow notes may also be found at the top of the plan. These notes pertain to the degree.
- Additional non-course information may be included on your plan, such as when to submit your Formal Application for Graduation. These items are informational and should guide you toward completion of your academic goals.

- Continue reviewing each course through each term.
- After entering all courses into your plan, click on the Audit link at the bottom of the screen.

- All courses on your 4-year plan will be entered into the audit. Planned courses will be placed into requirements with PLAN clearly noted. The credits will be shown in parentheses and the planned term will be displayed.
• If you have any missing requirements, close the audit by clicking on the X in the upper right corner and return to the plan. Select a course or courses to satisfy the missing requirements.

**REMEMBER:** These courses are PLANNED; you are NOT registered for any courses on the Plan. After meeting with your advisor, you may be able to change elective courses or select different options. The Plan provides a clear mapping to degree completion, but it can be changed in the future as you progress toward graduation. Your academic advisor will help you make wise choices that will not delay completion of your degree.

• Look for any courses in the Not Counted section. Typically, these courses are duplicates and will not be counted toward the total number of hours for graduation. They will show on your plan with 0.00 hours. You should remove duplicates from the plan UNLESS a repeatable course (with
topic change) is allowed. An example is KIN 199 with title of Cardio Kickboxing, KIN 199 with a title of Yoga, KIN 199 with title of Spinning. Speak with your advisor about whether or not a course is repeatable.

- As a final check, look at the General Electives. These electives count toward degree requirements, (for example, the total number of hours required, the total number of upper-level electives, etc.) but do not fulfill a specific requirement in the audit. Be sure to speak with your academic advisor about Planned electives to make sure they are needed.

- When you are finished, degree requirements, including the total number of hours required for the degree, the total number of upper level coursework required, etc., should all be either complete, in progress or planned. The only requirement that will not be satisfied is the minimum GPA requirement. When you are satisfied with your plan, you may give it a new description if you wish (optional). Make the Plan ACTIVE and be sure to SAVE.
• After Saving your plan, it is accessible to you and to your advisor. You should then meet with your advisor who will review your plan to make certain all requirements for degree completion have been met and that the plan will help you attain your educational and career goals. Your advisor will then LOCK the plan; any future changes must be approved by your advisor.

• To view a term-by-term listing of classes on your plan, select Compact View from the Plan. This view shows planned classes for a handy reference but does not include any notes or other information from the plan. The Compact View is printable.
• If you see a 'Warning' on your locked plan, this indicates you are 'off-track' or 'off-plan.' For your initial plan, check to make sure you are enrolled in the courses shown for the current semester. Also check to make certain you started your plan with the correct semester. See your advisor right away to either revise your Plan or take steps to get back 'on track.'