

# Degree Works

*Helping students to stay motivated  
and graduate on time!*

## **Student Education Planner User Guide**

**January 2018**



## Degree Works

UA Little Rock's comprehensive academic advising, transfer articulation, and degree audit solution that aligns students, advisors, and colleges to a common goal:

***helping students graduate on time!***

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## Degree Works Overview

Degree Works is UA Little Rock's academic advising and degree audit tool that helps students and their advisors successfully navigate degree requirements. Using this tool, students can easily identify courses that are required for each term throughout their academic career, and bring them towards their goal of graduation day. Degree Works will be used as the Degree Audit system found in BOSS for students who enter UA Little Rock beginning Fall 2017, or have a Fall 2017 or later catalog year.

### The Benefits of Degree Works

Degree Works is the tool that facilitates the advisory process with faculty and students, streamlines exceptions, processes petitions and tracks a student's progress. It assists students in determining, scheduling and adjusting as needed, the academic requirements that are necessary to complete their degree and graduate.

The features in Degree Works provides Faculty and Students the ability to:

- View requirements for student degree programs,
- Understand how completed, in-progress, and planned courses apply to the degree requirements,
- View overall and major grade point averages,
- Plan for future semesters and registration for classes,
- Create "What-If" scenarios to process speculative degree audits based on current class history,
- Enter notes and advice given to students that is viewable by the student and other advisors,
- Minimize potential errors by configuring consistent, pre-defined degree plans,
- Support more timely degree certification, and
- Reduce paperwork and manual program check sheets.

### Available Catalogs and Audit Records

As of March 1, 2017, Degree Works will include audits for all degrees, majors, minors, concentrations and certificates found in the Fall 2017/Spring 2018 Undergraduate Catalog. There are some Graduate programs that have been entered and the rest are in the process of being built, which start with catalog year of Fall 2016.

Depending on the catalog year of your student, they may not be in Degree Works. Catalog years prior to Fall 2017 are in the previous degree audit system, CAPP, accessible in BOSS.



## Degree Works

### Training and Support

The completion of Degree Works training is a prerequisite for obtaining access. Once completed your Dean or Director will submit your training certificate to Records and Registration to setup your access. The Degree Works online training is located here: <https://a.ualr.edu/itservices/training/index.php>. Your NetID username and password will log you in to the "Self-Paced" training tab where you can access the Degree Works Training.

Advisors can contact their College Representatives for assistance:

- Trakenya Dobbins, Academic Advising
- Amy Frets, College of Engineering and Information Technology
- Heather Reed, College of Education and Health Professions
- Sherrie Kearney, Graduate School
- Lynnette Brown, College of Business
- Rachel Jones, College of Social Sciences and Communication
- Johanna Lewis, College of Arts Sciences and Letters

Internet Explorer 11 may cause issues with printing reports. It is recommended that you utilize other, newer, web browsers like Chrome or Firefox. You may also need to enable pop-ups for the Degree Works site for some functions which open new windows to work.

For technical questions or issues, contact the Information Technology Services Assistant Center at (501) 916-3011, or submit a ticket for assistance through the IT Services website at <http://ualr.edu/itservices/help>.

If you would like to provide some input on Degree Works, please navigate to the following Google form and let us know what you think! [Degree Works 2017 Survey](#).



## Student Educational Plans Purpose and Overview

The Student Educational Plans (SEPs) in Degree Works are not a substitute for the Degree Audit, but a complement to the Audit. The Degree Audit indicates requirements without regard to sequencing and timing, and tracks progress in meeting those requirements. The SEP—while based upon requirements—puts the courses that meet them into a meaningful sequence organized by semester.

The SEP allows an advisor to build with the student a complete, concrete plan that will lead to graduation. For the SEP to be useful for the student and advisor, it should be created at the first advising session and updated at each subsequent advising session.

In order to minimize the amount of keystroking required to build an SEP, templates have been built for each program. For most programs, there should be the following:

- An 8-semester template for the typical entering Freshman,
- A 4-semester template for the Transfer student who enters with about 60 hours and all core completed, and
- A 2 to 4-semester template for the Post-Baccalaureate student who needs to complete only requirements in their major and a US History or Government requirement.

Since the plan for a student who starts in the fall will differ from the plan for a student who starts in the spring, there should be fall and spring versions of each template.

## Modifying SEP Templates

Student Educational Plans for most students will require adjustments to the starting template. For example, the 8-semester template for the typical freshman assumes the student will need RHET 1311. For students who come in with AP credit for this requirement will need their plan adjusted to reflect fulfilled requirement. The plan will also need adjusting if a student who does require RHET 1311 fails the course in the first semester and has to retake it in the second.

Most templates include general placeholders (e.g., for various categories of the core) that will have to be replaced by a particular course. The key is to select a template that will minimize keystroking and the need for adjustments. For students who have only two or three semesters remaining, it may be easier to start with a blank degree plan rather than a template.

### Keep the following SEP guidelines in mind:

- If you encounter a substantial number of students of a certain type for which a template does not exist, contact your Dean's office to have a new template created. (Only designated persons in Deans' offices can create SEP templates.)



## Degree Works

- If a student changes majors, a new SEP should be created, beginning with the first semester of the newly declared major. Since the plan is forward looking and does not need to capture the student's entire academic history (again, the audit and transcript serve that purpose), there is no need to include prior semesters in the new plan.
- The names of SEP Templates follow a convention, with elements arranged in the following order:
  1. Degree
  2. Student Type
    - TR = transfer (but may not be useful for all transfer; assumes a 4 semester plan and that student has completed all core and 60 hours)
    - PB = post-baccalaureate (assumes student has to complete only requirements in the major and US History or Gov't requirement; assumes two or three-semester plan)
    - No entry = plan for typical beginning student; plan based on 8 semesters
  3. Program Name
  4. Concentration (if one)
  5. Catalog Year
  6. FA or SP = Fall or Spring starting term (should be fall and spring start plan for every program and 4-year and 8-year version)
    - Thus, e.g., *BA-PB-Mass Comm-Media Production: 2017-18-SP* is a two semester plan for a post-bac student in the BA, Mass Comm program doing the Media Production emphasis, governed by the 2017-18 catalog and starting in a spring semester. *BA-Political Science: 2017-18-FA* is an eight semester plan for an entering student in the BA, Political Science program, governed by the 2017-18 catalog and starting in a fall semester.

## Accessing Degree Works

Degree Works is a web-based application accessible to Faculty and Students with their NetID and password in the following ways:

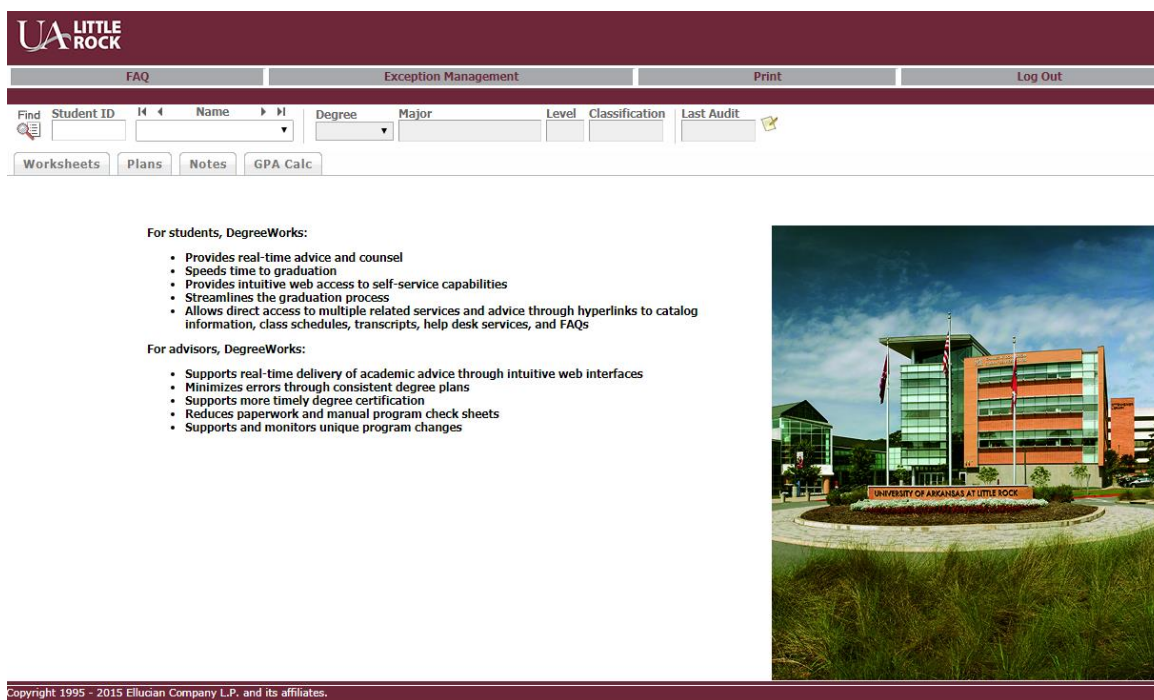
1. Directly from <https://degreeworks.ualr.edu>
2. The Degree Works Advisors FAQ page located here: <http://ualr.edu/records/degreeworks-advisor> and clicking the link under "How can I get to Degree Works?"
3. BOSS



## 4. The Blackboard homepage under the Employee Links section.



Once logged in, the Degree Works Landing page will display.

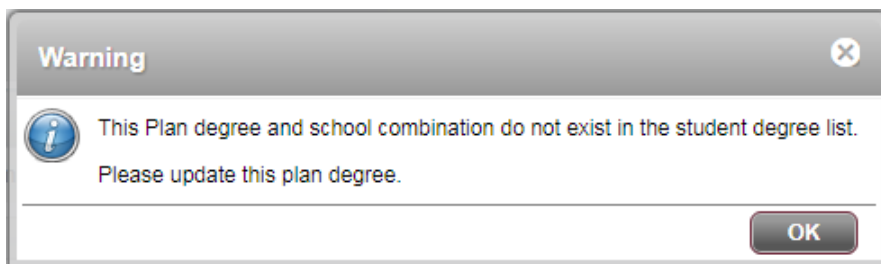




## Loading a Student Worksheet/Degree Plan

When assigning a SEP to a student, first ensure the student's major is properly declared in BOSS. If the student is already displayed in Degree Works, it will be necessary to select "Process New" and ensure the "Last Refresh" displays the current time and date.

In the Plan tab, ensure the student's current SEP reflects the BOSS major. If the assigned SEP does not match the current Degree Works "Degree" and "Major" fields, the following error will appear.



Enter the Student's T-Number in the provided field, and press 'Enter'.

This will display the Student's Degree Works profile.

**University of Arkansas at Little Rock - Degree Works Prod**

**Student View** A0000yRg as of 08/17/2017 at 04:55

<b>Student</b>	[Redacted]	<b>College</b>	UC	<b>Confidentiality Ind.</b>	Y
<b>ID (T#)</b>	[Redacted]	<b>Degree</b>	Not Decided	<b>Academic Standing</b>	
<b>Classification</b>	Freshman	<b>Major</b>	Undecided Bachelors	<b>GPA</b>	0.000
<b>Student Type</b>		<b>Concentration</b>		<b>Graduation Progress</b>	
<b>Level</b>	Undergraduate	<b>Minor</b>		<b>Last Active Term</b>	
				<b>Hold</b>	

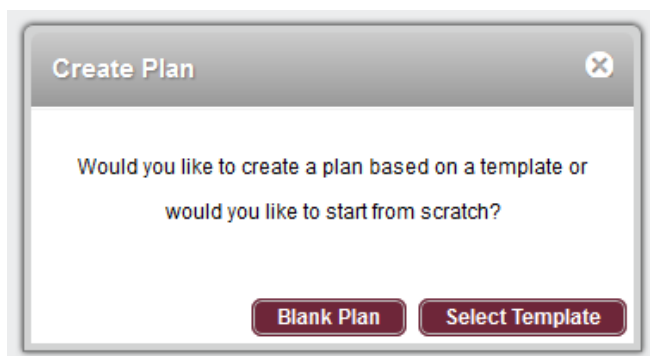
**Requirements** 7% **Degree Progress**



## Creating a Degree Plan from a Template

Click on the "Plans" tab, near the top left located next to "Worksheets".

Click "New Plan" and then "Select Template" from the pop-up box that appears.



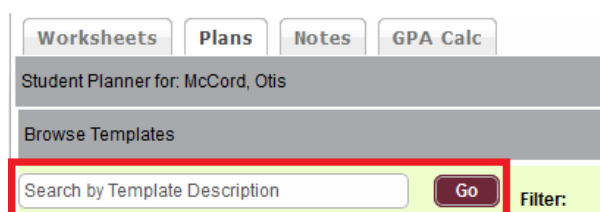
**Note:** Does a plan already exist for this student? Click [here](#) to see how to modify an existing plan.

Do you have a student already close to graduating? Click [here](#) to see how to create a plan from scratch, without a template. This may be faster for students that only have a couple of semesters remaining.

Existing templates will appear in a list as shown in the example below. Scroll through the list to find the desired template corresponding to the student's major/degree program.

Description	Level	College	Degree	Major	Catalog Year	Term Scheme	ID	Who	What	Modified
AA-General Studies: 2015-2016-FA	U	IS	AA	GSTU	2016	FALL	T0000021	Dobbins, Trai	NOT SET	4/17/17
AAS-Nursing-PostBac: 2015-2016 FA	PB	EH	AAS	NURS	2016	FALL	T0000062	Vickers, Jon	NOT SET	2/2/17
AAS-Nursing-PostBac: 2016-2017 FA	PB	EH	AAS	NURS	2017	FALL	T0000018	Vickers, Jon	NOT SET	2/2/17
AAS-NursingLPNtoRN: 2015-2016 FA	U	EH	AAS	NURS	2016	FALL	T0000064	Vickers, Jon	NOT SET	2/2/17
AAS-NursingLPNtoRN: 2016-2017 FA	U	EH	AAS	NURS	2017	FALL	T0000065	Vickers, Jon	NOT SET	2/2/17
AS-American Sign Language Studies 2015-2016-FA	U	EH	AS	ASLS	2016	FALL	T0000135	Wallace, Dec	NOT SET	2/24/17

If you are having trouble finding the template you need, you can use the search function found on the left side of the screen.





## Degree Works

Or you can use the “Advanced Search” button on the right side of the screen to find your desired template. This may be helpful if you are unsure what the literal description of the degree plan is, or if you want to find multiple plans based on a given Major, College, and/or Catalog Year.

Filter:

Advanced Search

Level [v] [x]  
 College [v] [x]  
 Degree [v] [x]  
 Major [v] [x]  
 Catalog Year [v] [x]

Add Another Tag

Clear Cancel Apply

Once the desired template has been located, highlight the template and click “Open”.

Open							
Description	Level	College	Degree	Major	Catalog Year	Term Scheme	
BA-PB-Sociology: 2017-2018-FA	PB	SC	BA	SOCI	2018	FALL	
BA-PB-Sociology: 2017-2018-SP	PB	SC	BA	SOCI	2018	SPRING	
BA-PB-Speech Communication: 2016-2017-FA	PB	SC	BA	SPCH	2017	FALL	
BA-PB-Speech Communication: 2016-2017-SP	PB	SC	BA	SPCH	2017	SPRING	
BA-Physics: 2016-2017	U	AL	BA	PHYS	2017	FALL	

Please make sure that the level (U, PB, or G), as well as the Catalog Year found within the Template description, matches the student’s curriculum requirements on the Worksheet.

You will be prompted to select a starting term as shown below. Choose the desired term from the drop down menu and click “OK”.

Select a starting Term

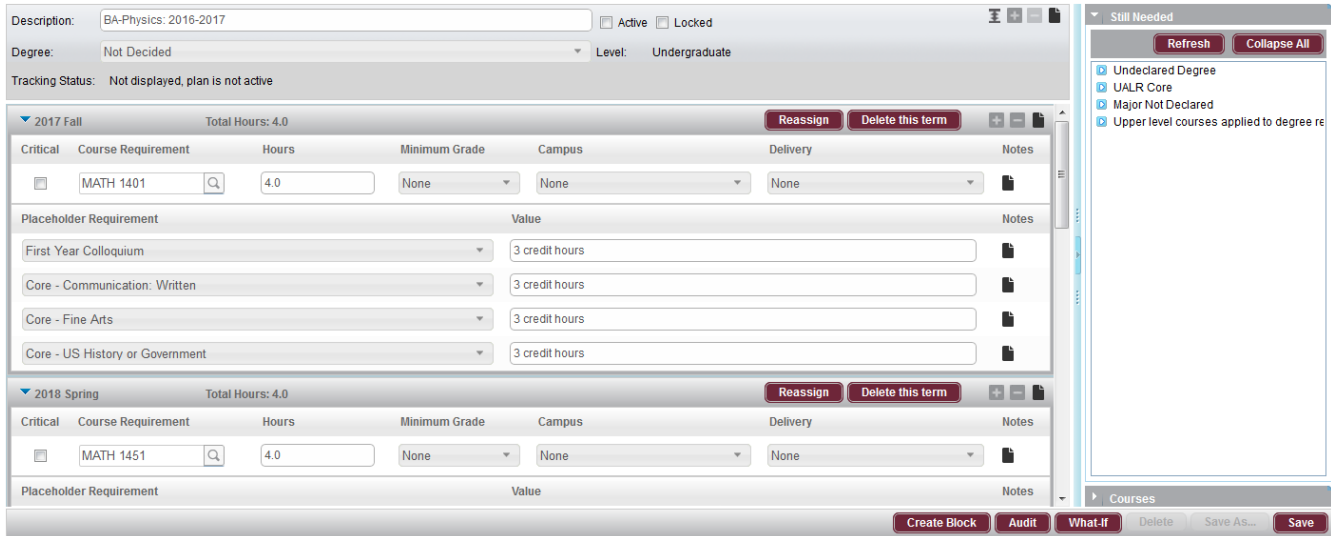
Please select a Term to serve as your starting term for this plan

Start Term\* [Select v]

2016 Fall  
 2017 Fall  
 2018 Fall  
 2019 Fall  
 2020 Fall  
 2021 Fall  
 2022 Fall  
 2023 Fall  
 2024 Fall  
 2025 Fall  
 2026 Fall  
 2027 Fall  
 2028 Fall  
 2029 Fall  
 2030 Fall

Available terms within the dropdown are dependent on how the template was built by the college who owns it. For example, in the description for the “BA-PB-Sociology 2017-2018-FA” template ends in FA, which means the template is for a Fall start term, whereas SP indicates it will be a Spring start term.

Once a template is selected, it will display and be available for editing.



Description: BA-Physics: 2016-2017 ☐ Active ☐ Locked  
 Degree: Not Decided Level: Undergraduate  
 Tracking Status: Not displayed, plan is not active

2017 Fall Total Hours: 4.0 Reassign Delete this term

Critical	Course Requirement	Hours	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	MATH 1401	4.0	None	None	None	

Placeholder Requirement Value Notes

First Year Colloquium	3 credit hours	
Core - Communication: Written	3 credit hours	
Core - Fine Arts	3 credit hours	
Core - US History or Government	3 credit hours	

2018 Spring Total Hours: 4.0 Reassign Delete this term

Critical	Course Requirement	Hours	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	MATH 1451	4.0	None	None	None	

Placeholder Requirement Value Notes

Still Needed Refresh Collapse All  
 Undeclared Degree  
 UALR Core  
 Major Not Declared  
 Upper level courses applied to degree re

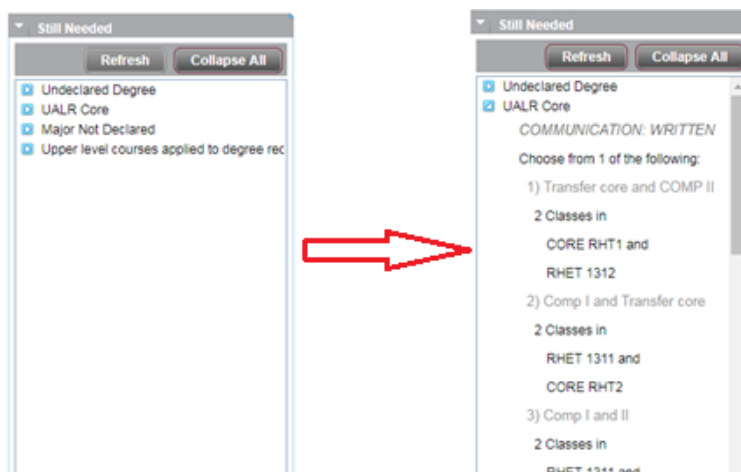
Courses Create Block Audit What-If Delete Save As... Save

## Editing the Degree Plan

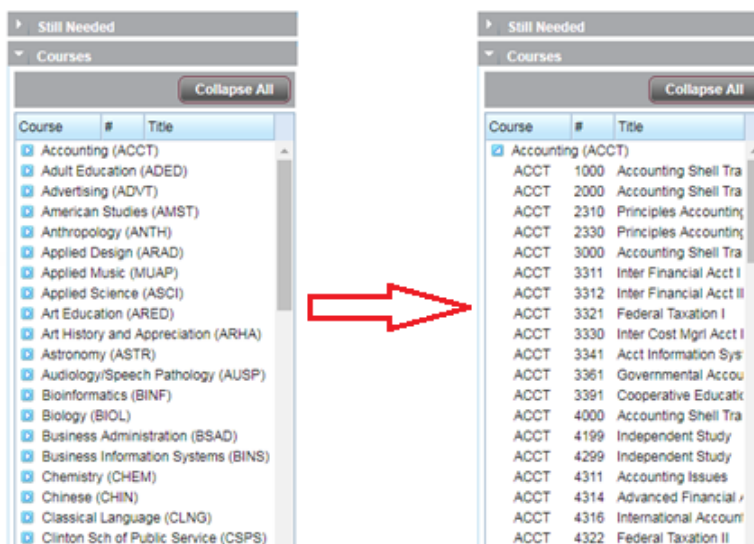
### 1. Adding Courses to a Semester


In the right pane of the Degree Plan, is the "Still Needed" and "Courses" menus. The "Still Needed" menu is tied to the student's declared Major and shows what required courses are remaining for the student's degree completion. The "Courses" menu expands to show every course in that Subject. These courses can be dragged and dropped from their menus into each of the Plan's semester sections.

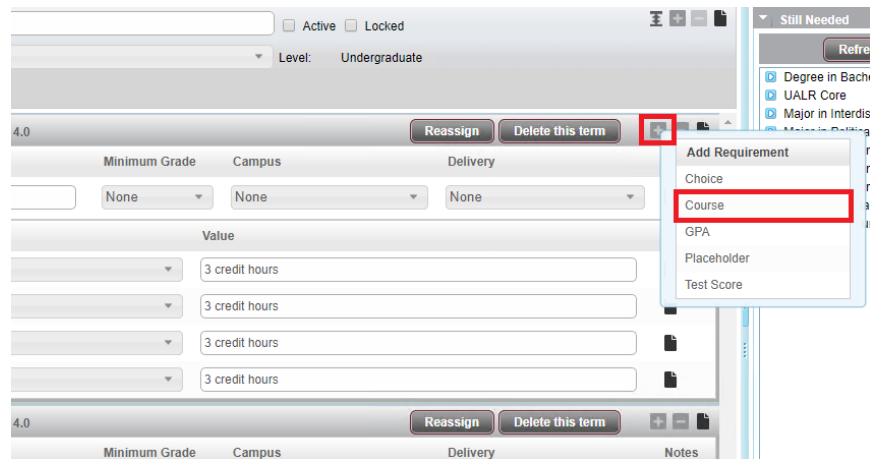
Below is an example of the Still Needed menu, and the UALR Core dropdown list for an undeclared student.



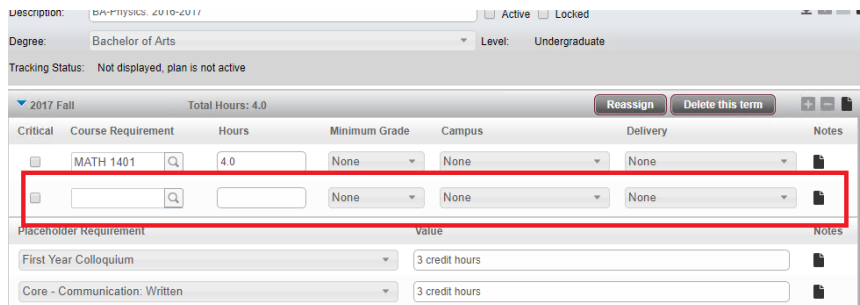
Here is an example of the Courses menu that will display when Accounting is selected as the subject.



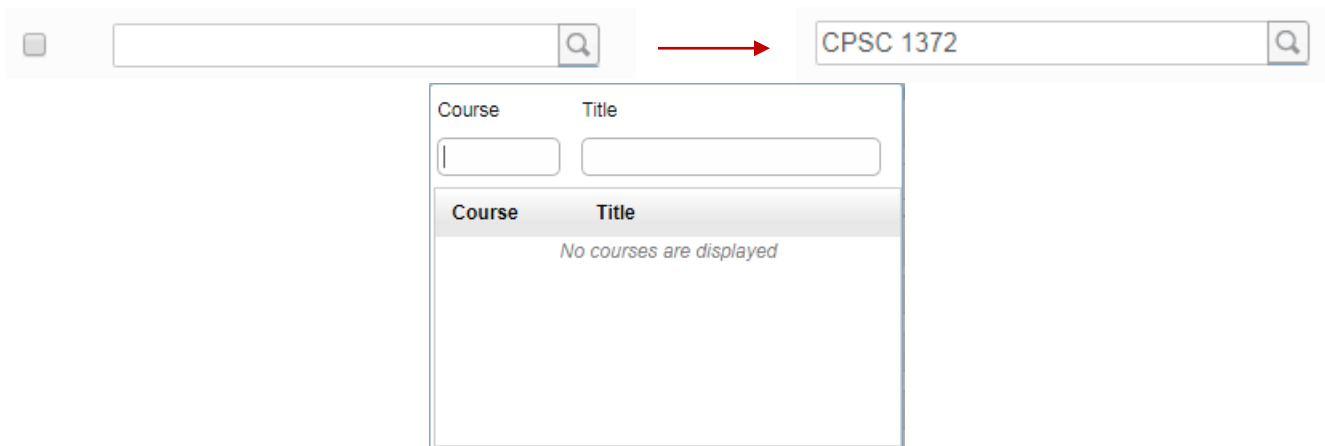
Alternatively, you can add courses to each semester by clicking the  then Course in each term section.



Notice that this will add a new line to the semester plan for you to manually enter the course information.




Or click the magnifying glass to search for the course either by the Course number or Title in the provided fields.








## 2. Removing Courses from a Semester



To remove a course from a semester's plan, click the course you intend to remove (making sure that the item is highlighted in blue), and click the  icon.

Description: BA-Physics: 2016-2017 ☐ Active ☐ Locked


Degree: Bachelor of Arts Level: Undergraduate


Tracking Status: Not displayed, plan is not active

2017 Fall Total Hours: 7.0 Reassign Delete this term   

Critical	Course Requirement	Hours	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	MATH 1401	4.0	None	None	None	
<input checked="" type="checkbox"/>	PHYS 1321	3.0	None	None	None	

Placeholder Requirement Value Notes

First Year Colloquium 3 credit hours 

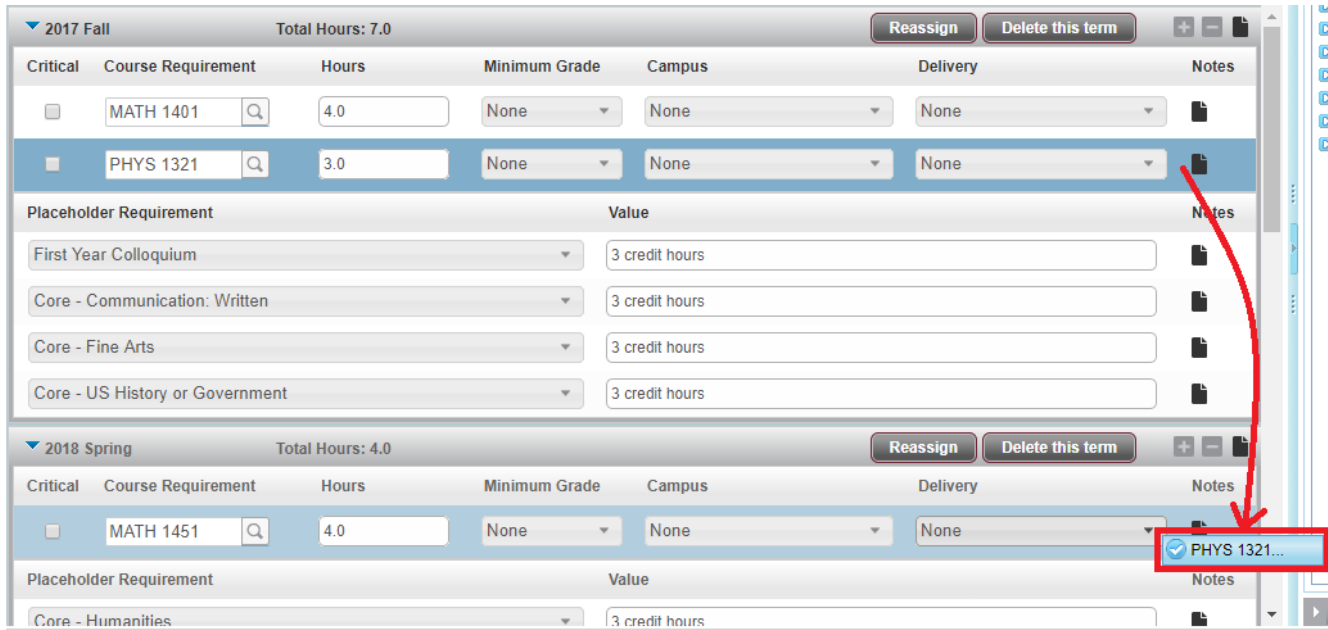
Core - Communication: Written 3 credit hours 

## 3. Moving Courses between Semesters

You can also move courses to another semester by dragging and dropping the desired course to a new semester. Use this feature when the student has not followed their educational plan or has failed a course section and has become Off-Track.

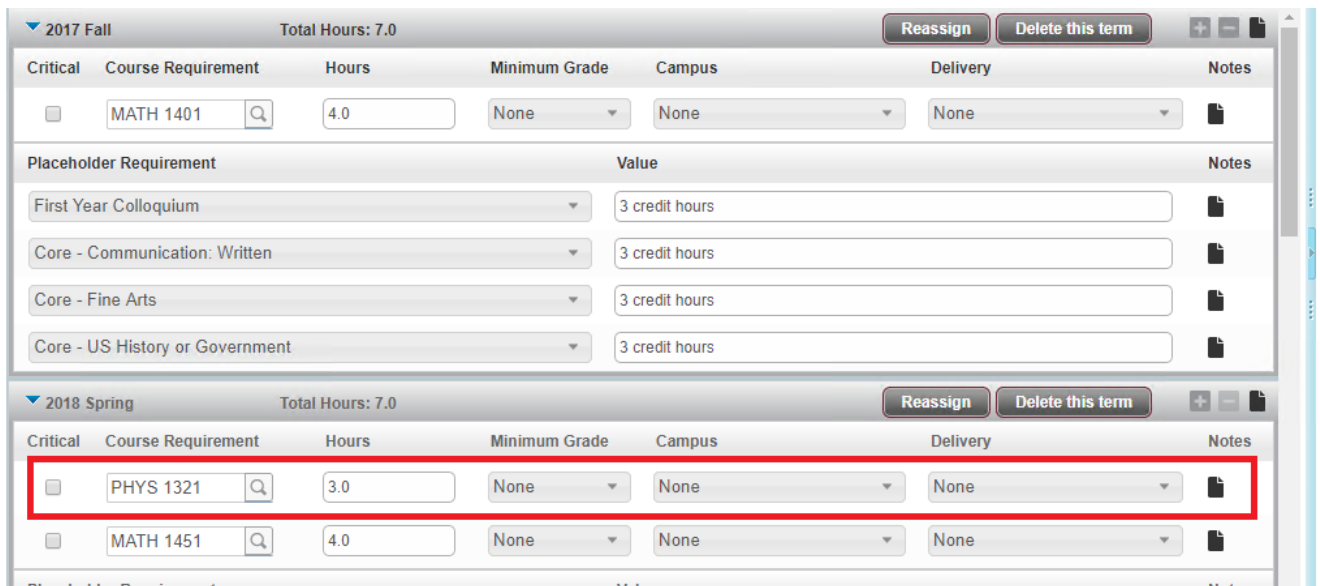
**Note: A student is considered Off-Track when they aren't enrolled in all the courses assigned to that semester plan.**

As shown below, the Physics 1321 course is being moved to the Fall 2017 schedule and added to the Spring 2018 schedule by dragging and dropping the course to the Spring semester.




The screenshot shows the Degree Works interface with two semesters expanded: 2017 Fall and 2018 Spring. In the 2017 Fall section, the course requirement table lists MATH 1401 (4.0 hours) and PHYS 1321 (3.0 hours). Below this, placeholder requirements include First Year Colloquium, Core - Communication: Written, Core - Fine Arts, and Core - US History or Government, each with 3 credit hours. In the 2018 Spring section, the course requirement table lists MATH 1451 (4.0 hours) and a checkbox for PHYS 1321. A red arrow points from the PHYS 1321 entry in the 2017 Fall section to the PHYS 1321 checkbox in the 2018 Spring section.

The student will now plan to take Physics 1321 in the Spring 2018 semester.



The screenshot shows the Degree Works interface with the 2018 Spring semester expanded. The course requirement table lists PHYS 1321 (3.0 hours) and MATH 1451 (4.0 hours). The PHYS 1321 row is highlighted with a red box, indicating it is active and locked. The placeholder requirements for the 2018 Spring semester are also visible, including First Year Colloquium, Core - Communication: Written, Core - Fine Arts, and Core - US History or Government, each with 3 credit hours.

When you have finished laying out the plan, ensure the plan is marked as “Active” and “Locked” as shown below.

Description: BA-Physics: 2016-2017 ☒ Active ☒ Locked  
 Degree: Not Decided Level: Undergraduate  
 Tracking Status:  On-Track

**Note: Locking the plan ensures it cannot be edited by students.**

Click the "Save" button.

Courses  
 What-If Delete Save As... **Save**

#### 4. Reassigning and Removing Terms

To reassign a list of courses to another term, select Reassign in your desired term.

2017 Fall Total Hours: 4.0 **Reassign** Delete this term

Critical	Course Requirement	Hours	Minimum Grad	Campus	Delivery	Notes
<input type="checkbox"/>	MATH 140	4.0	None	None	None	

Placeholder Requirement	Value	Notes
First Year Colloquium	3 credit hours	
Core - Communication: Written	3 credit hours	
Core - Fine Arts	3 credit hours	
Core - US History or Government	3 credit hours	

A drop-down menu will appear in the top left of the section.

2017 Fall **Cancel** **OK** **Reassign** **Delete this term**

2016 Summer  
 2016 Fall  
 2017 Spring  
 2017 Summer  
 2023 Fall  
 2024 Spring  
 2024 Summer  
 2024 Fall  
 2024 Spring  
 2025 Summer  
 2025 Fall  
 2026 Spring  
 2026 Summer  
 2026 Fall  
 2027 Spring  
 2027 Summer

Course Requirement	Hours	Minimum Grad	Campus	Delivery	Notes
		None	None	None	

Placeholder Requirement	Value	Notes
	3 credit hours	
	3 credit hours	
	3 credit hours	
	3 credit hours	

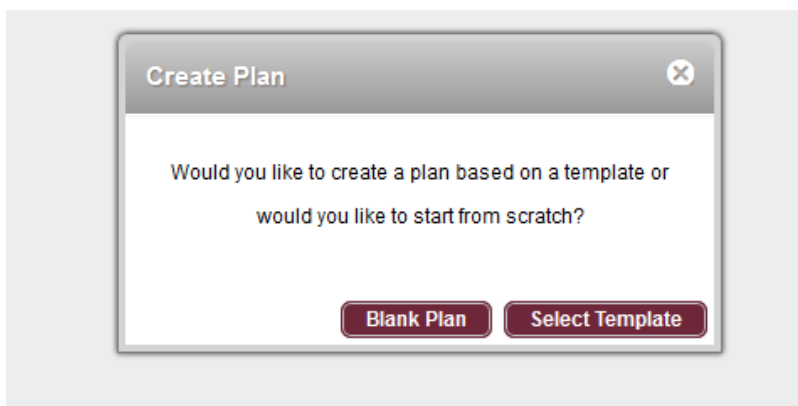
Select the term in which you would like the contents moved. Doing so will remove the original term and move all contents to the new selected term.




**Note:** You can only reassign a term's courses to another term if that term **is not** currently on the educational plan. For example, if you want to move a student's Fall 2017 courses to the Spring 2018 semester, you will likely need to delete the section that already exists for Spring 2018 before continuing.

## Creating a Blank Plan

To create a blank plan for the student, select Blank Plan. You may want to consider doing this if the student is only a few courses away from obtaining their degree.



Enter a description that will summarize the exact purpose of the plan. Click  to start adding terms.

Find Student ID: T00191397 Name: McCord, Otis Degree: BS Major: Computer Science-BS Level: U Classification: Freshman Last Audit: 09/20/2017

Worksheets Plans Notes GPA Calc

Student Planner for: McCord, Otis

Description: Remaining Classes until Graduation


Degree: Bachelor of Science Level: Undergraduate

Tracking Status: Not displayed, plan is not active

Disclaimer: You are encouraged to use this plan as a guide for tracking your progress toward completion of the above requirements. Your academic advisor 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. If you have any questions, please contact your academic advisor.

Add Term

- 2016 Summer
- 2016 Fall
- 2017 Spring
- 2017 Summer
- 2017 Fall
- 2018 Spring
- 2018 Summer
- 2018 Fall
- 2019 Spring
- 2019 Summer
- 2019 Fall

Clicking  will remove any selected terms, or simply click "Delete this term" in the semester block.

Once the terms have been added, classes can be added to each term. (Shown [here](#))



## Quickly Comparing the Degree Plan to the Worksheet

If you want to compare the student's Degree Plan to their Worksheet, without saving and exiting the tab, you can click on the "Audit" button found near the bottom.



Audit is used to see the student's progress towards degree completion. When Audit is selected it will open in a new window and display what requirements have been met and what still needs to be completed.

Plan Audit

University of Arkansas at Little Rock - Degree Works Prod

New Planner Worksheet W00000gr as of 09/05/2017 at 12:17

Student	McCord, Otis	College	UC	Confidentiality Ind.	Y
ID (T#)	T00191397	Degree	Not Decided	Academic Standing	
Classification	Freshman	Major	Undecided Bachelors	GPA	0.000
Student Type		Concentration		Graduation Progress	
Level	Undergraduate	Minor		Last Active Term	
				Hold	

Requirements 25% Degree Progress

☐ Undeclared Degree

Catalog Year: 2017-2018 Hours Required: 120  
Overall UALR GPA: 0.000 Hours Applied: 37

You have in-progress/completed 37 hours but still need 83 more.

☒ Residency Requirement

☐ Upper Level Requirement

☒ A minimum GPA of 2.0 is required

On: 06/28/2017

☐ UALR Core

☐ Major Requirements

Still Needed: You have in-progress/completed 13 upper level hours but still need 32 more.

Force Complete: Force complete this requirement

Still Needed: See UALR Core section

Still Needed: See Major Not Declared section

This information can also be viewed in greater detail in the Worksheets tab.

## Adding Notes to a Course or Semester

The notes feature of the SEP should not be used to record general advising notes. (Notes in the SEP are tied to the particular SEP in which they are recorded, and do not carry over to a new SEP if one is created). General advising notes should be recorded in the notes feature provided under the Notes tab in the main Degree Works Tool Bar.

Find Student ID T00191397 Name McCord, Otis Degree BS Major Computer Science-BS Level U Classification Freshman Last Audit 09/20/2017

Worksheets Plans **Notes** GPA Calc


Worksheets Format: Student View View Save/Print as PDF Process New

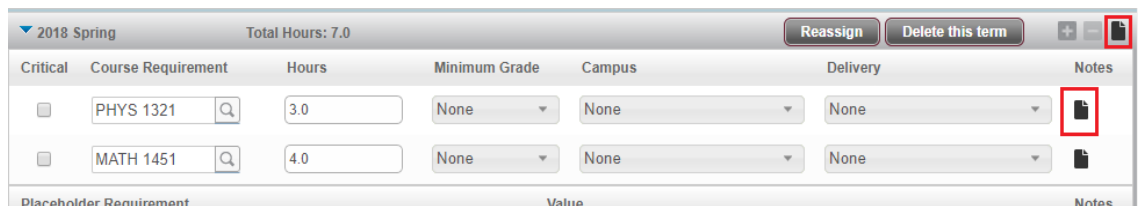
History



☒ Include in-progress classes


☒ Include preregistered classes

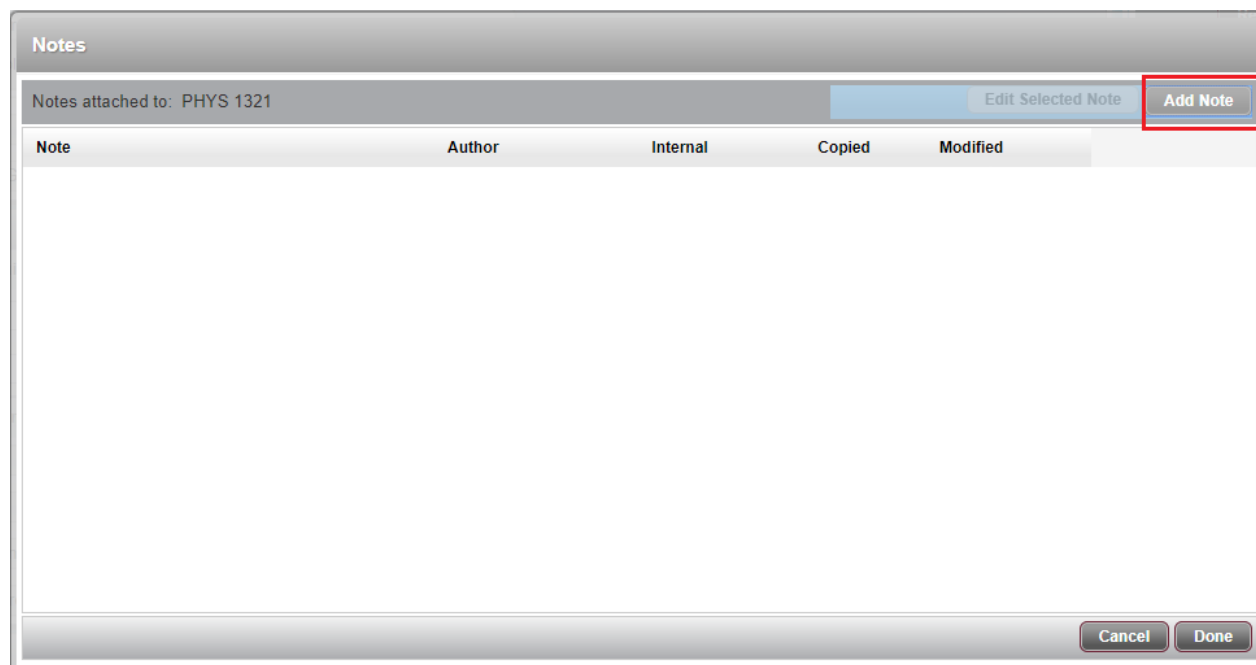


If you would like to attach a note to any given course, or even a semester plan of the SEP, then you can click on the  icon found to the right of each course or semester.



Critical	Course Requirement	Hours	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	PHYS 1321	3.0	None	None	None	
<input type="checkbox"/>	MATH 1451	4.0	None	None	None	

Clicking on  will open a window (shown below) where you can add notes for each course on the plan by clicking the "Add Note" button on the top right.



Notes

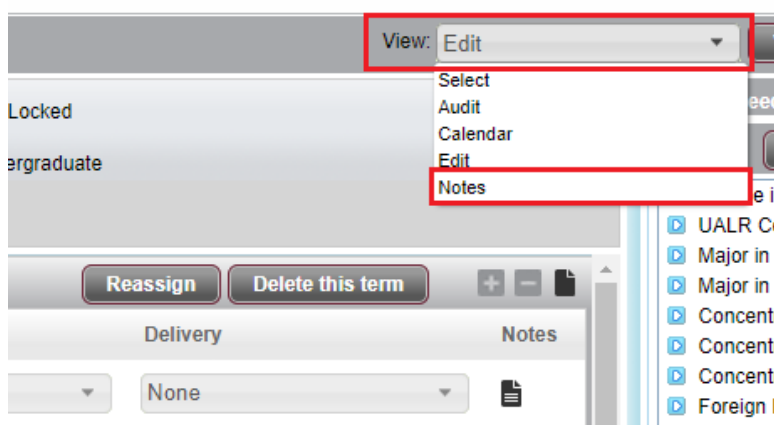
Notes attached to: PHYS 1321

Edit Selected Note Add Note

Note	Author	Internal	Copied	Modified

Cancel Done

Notes that are added to courses or semesters can be viewed by changing your view to "Notes"



View: Edit

- Select
- Audit
- Calendar
- Edit
- Notes

Reassign Delete this term

Delivery

None



Notice that we have noted this course is required for degree completion.

Level: Undergraduate			
Hide all notes			
2017 Fall, Total Hours: 4.0			
Critical	Course Requirement	Minimum Grade	Campus
	MATH 1401		
	This course is required for degree completion.		
	Roberson, Stephen F   2017-09-25 20:39:34		
Critical	Placeholder Requirement	Value	
	First Year Colloquium	3 credit hours	
	Core - Communication: Written	3 credit hours	
	Core - Fine Arts	3 credit hours	

If the “confidential” checkbox for the note is not checked then it will show up on the student’s plan and will be visible to them.

## A SEP Already Exists for a Student

If a student already has a plan, simply double-click the active plan that has been assigned to them. A student’s active plan will be the first on the list.

Worksheets	Plans	Notes	Petitions	Exceptions	GPA Calc	Admin
Student Planner for: McCord, Molly P						View: Select
List of plans						
Description:	Active	Modified	Who	Degree:	Level:	Status:
BA-Physics: 2016-2017	N	09/25/2017	Roberson, Stephen F	BA	U	NOT LOCKED

Or, you can select the plan, and then click the View dropdown and select “Edit”.

Worksheets	Plans	Notes	Petitions	Exceptions	GPA Calc	Admin
Student Planner for: McCord, Molly P						View: Select
List of plans						
Description:	Active	Modified	Who	Degree:	Level:	Status:
BA-Physics: 2016-2017	N	09/25/2017	Roberson, Stephen F	BA	U	NOT LOCKED



## Frequently Asked Questions

### Why do I need to mark the SEP as Active?

Marking the plan as active puts the plan into effect and allows you to monitor whether the student is staying on track when progressing towards their degree completion. It will also let you know if a student is getting off-track according to their plan and gives you the information to help get your student back on track.

Description: BA-Physics: 2016-2017 ☒ Active ☐ Locked

Degree: Not Decided Level: Undergraduate

Tracking Status: On-Track

**Off-Track 2017 Fall, Total Hours: 4.0**

Tracking	Critical	Course Requirement	Minimum Grade
	Warning	MATH 1401	
Tracking	Critical	Placeholder Requirement	Value
		First Year Colloquium	3 credit hours
		Core - Communication: Written	3 credit hours
		Core - US History or Government	3 credit hours

Only one plan can be active at a time. When you make a plan active, it will change all other plans into the "Inactive" state.

### What does "View Plan List" do?

Clicking View Plan List will allow you to see all plans currently assigned to the student whether they are active or not.

For example:

Student Planner for: McCord, Otis View: Select

List of plans

Description:	Active	Modified	Who	Degree:	Level:	Status:
AA-General Studies: 2015-2016-FA	N	09/06/2017	Murray-Colyer, Craig	ND	U	NOT LOCKED
BA-Physics: 2016-2017	Y	09/05/2017	Murray-Colyer, Craig	ND	U	LOCKED

### What plans can students see in Degree Works?

Students can see all plans assigned to them regardless of their status (active, inactive, locked or unlocked).



### Can a student pursue two degrees simultaneously and have both plans be tracked?

A student can pursue as many degrees as they want, but they can have only one active SEP plan at a time. If a student is pursuing multiple degrees, please make note of the additional degree(s) in the active SEP plan's **Notes** section.

### How do you know who created the SEP?

On the Plans page, each plan entry will display who created the plan under the "Who" section.

Student Planner for: McCord, Otis

View: Select

List of plans

Description:	Active	Modified:	Who	Degree:	Level:	Status:
AA-General Studies: 2015-2016-FA	N	09/06/2017	Murray-Colyer, Craig	ND	U	NOT LOCKED
BA-Physics: 2016-2017	Y	09/05/2017	Murray-Colyer, Craig	ND	U	LOCKED

### Do all advisors have the authority to lock plans?

Yes.



## Navigation Definitions

This is the list of terms available when reassigning courses to another term. Notice that terms currently on the student's plan don't appear.

### Delivery Method:

This is an optional indicator you can give to a course on the student's plan. It helps indicate when a course may be taken online for the student.

Placeholder entries for suggested courses

Suggested courses required for degree completion

Placeholder Requirements are a reminder for when the student will take a certain course, such as a Core class or Elective in future semesters.

The Value field should contain some type of reference to what has been discussed. For instance, in a certain semester the student would like to take some of their required electives, in the Value field you would enter something like displayed above.

When you encounter the semester that contains a placeholder, you should add a course relating to that placeholder via the side menu or the Add (+) icon. Placeholder Requirement courses **cannot** be dragged and dropped into the Course Requirement section of the semester and are also not counted towards a student's degree audit.



## Choice Requirements

Another option you can use instead of a placeholder is Choice Requirement. This will allow you to add multiple courses for the student to choose from rather than the generic Placeholder.

Add Requirement  
Choice  
Course  
GPA  
Placeholder  
Test Score

Tracking	Critical	Choice Requirement	Minimum Hours
---	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Course

Course/Lab

Add another option
Select none
Done

To add more courses, select Add another option.

Course	Course/Lab
<input type="radio"/> <input type="text" value="CNMG 1385"/> <input type="button" value="Q"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="radio"/> <input type="text" value="CNMG 1085"/> <input type="button" value="Q"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="radio"/> <input type="text" value="CNMG 3000"/> <input type="button" value="Q"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="radio"/> <input type="text" value="CNMG 2330"/> <input type="button" value="Q"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Add another option
Select none
Done

You can add as many course options as you would like. When completed click Done.