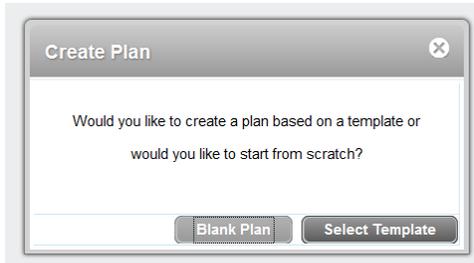


## Degree Works Plans

The SEP (Student Education Planner) area of Degree Works is available on the “Plans” tab:



If no plan yet exists for the student, you will be prompted with options for creating one:



## Templates

Templates are pre-defined eight-semester plans based on major requirements.

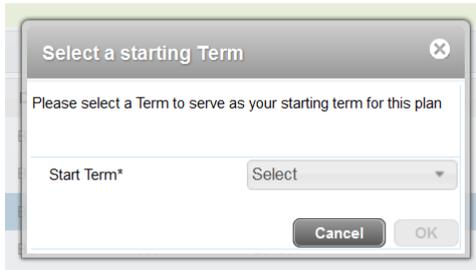
You will select a Template from those currently available. The list can be sorted using the list headers (e.g. description, major). There is also a Search function. Select the appropriate Template and click “Open” (or simply double-click a Template).

*If more than one Template is active for a particular major, be sure to select the appropriate Catalog Year based on the student’s Catalog Term.*

Browse Templates						
Search by Template Description <input type="text"/> <input type="button" value="Go"/> Filter:						
<input type="button" value="Open"/>						
Description	Level	College	Degree	Major	Catalog Year	
Broadcasting and Mass Comm	01	CM	BA	075	201409	
Business Administration BS	01	04	BS	045	201309	
<b>CED English</b>	<b>01</b>	<b>06</b>	<b>BS</b>	<b>383</b>	<b>201309</b>	
Chemistry BS	01	01	BS	060	201509	
Chemistry BS	01	01	BS	060	201409	
Public Justice BA	01	01	BA	205	201309	
Wellness Management BS	01	05	BS	226	201309	

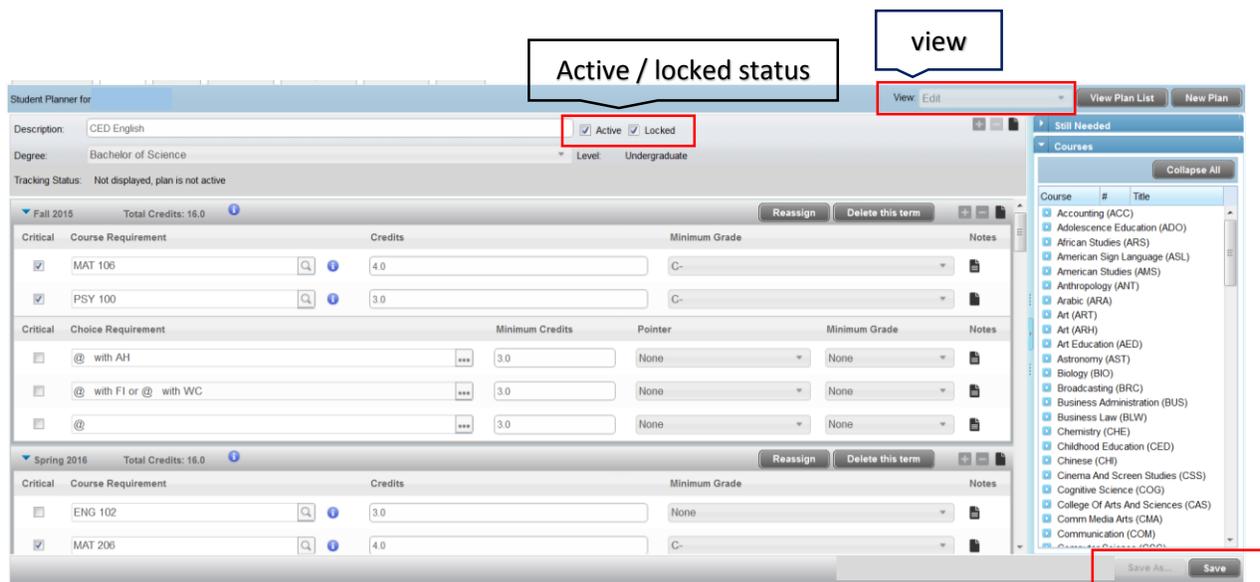
## Degree Works Plans

To apply the Template to the student, you will need to select a start term:



## EDIT VIEW

Whether starting from a Blank Plan or a Template, new Plans will open in the Edit view:



Critical	Course Requirement	Credits	Minimum Grade	Notes
<input checked="" type="checkbox"/>	MAT 106	4.0	C-	
<input checked="" type="checkbox"/>	PSY 100	3.0	C-	

Critical	Choice Requirement	Minimum Credits	Pointer	Minimum Grade	Notes
<input type="checkbox"/>	@ with AH	3.0	None	None	
<input type="checkbox"/>	@ with FI or @ with WC	3.0	None	None	
<input type="checkbox"/>	@	3.0	None	None	

Critical	Course Requirement	Credits	Minimum Grade	Notes
<input type="checkbox"/>	ENG 102	3.0	None	
<input checked="" type="checkbox"/>	MAT 206	4.0	C-	

The current Plan must be marked “**Active**” for the student to see. Old / outdated plans should not be marked Active.

Plans must also be **Locked** to measure on-track / off-track status, and also to be available for registration planning.

Only one plan per student should be Active and Locked.

Advisors can still edit a Locked Plan.

## Degree Works Plans

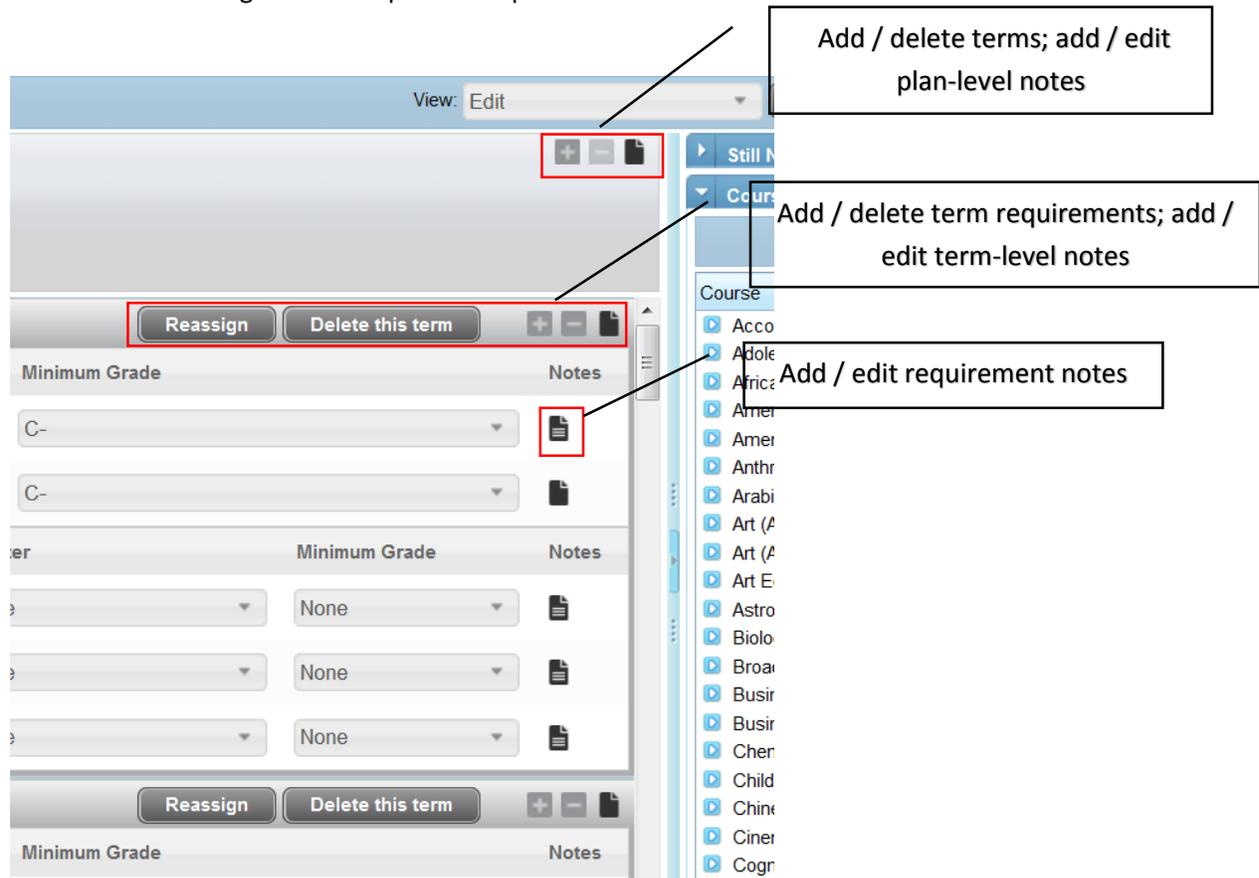
There are several icons and buttons available for editing a plan:

 Notes – add a note or edit/delete notes you have created.

 Notes – when notes exist, the icon displays as if there is content.

 Remove – for removing terms from a plan (a “Delete this term button” is also available) or individual requirements in a term.

 Add – for adding terms to a plan or requirements in a term.



The screenshot shows the Degree Works interface in 'Edit' mode. At the top, there is a 'View: Edit' dropdown. Below it is a toolbar with three icons: a plus sign (+), a minus sign (-), and a document icon. A callout box points to this toolbar, stating: "Add / delete terms; add / edit plan-level notes". Below the toolbar is a table of requirements. The table has columns for 'Reassign', 'Delete this term', and 'Notes'. A callout box points to the 'Reassign' and 'Delete this term' buttons, stating: "Add / delete term requirements; add / edit term-level notes". Another callout box points to the 'Notes' column, stating: "Add / edit requirement notes". The table contains several rows of requirements, each with a 'Minimum Grade' dropdown and a 'Notes' icon. The 'Notes' icon in the first row is highlighted with a red box. On the right side of the interface, there is a list of courses with expandable arrows.

The Reassign button allows you to reassign all term requirements to a different term.

Individual requirements can be “dragged and dropped” from term to term if needed.

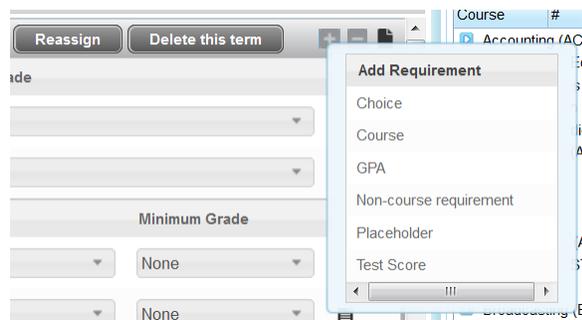
## Degree Works Plans

Multiple options are available when adding a term requirement.

“Course” should be selected for an individual course requirement (e.g. ENG 102).

“Choice” is available when the student has options.

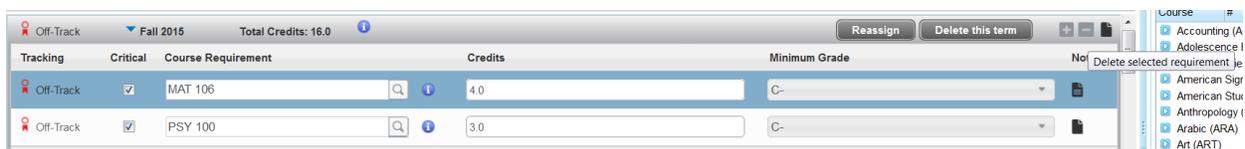
“GPA” options include the Overall GPA and Major GPA (you need to specify the major).



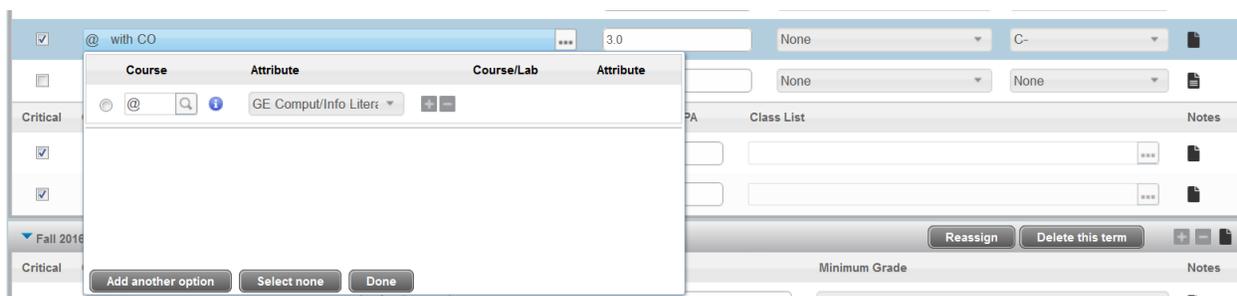
Credits and Minimum Grade can be specified for requirements. There is no need to specify Minimum Grade for all requirements, just those where a C- or better is required, as specified in the Catalog.

The “**Critical**” checkbox should be checked for major requirements and prerequisite coursework which, if not passed in the term specified, would delay academic progress.

To delete a requirement, click on it so it highlights and then click the Remove icon (  ):



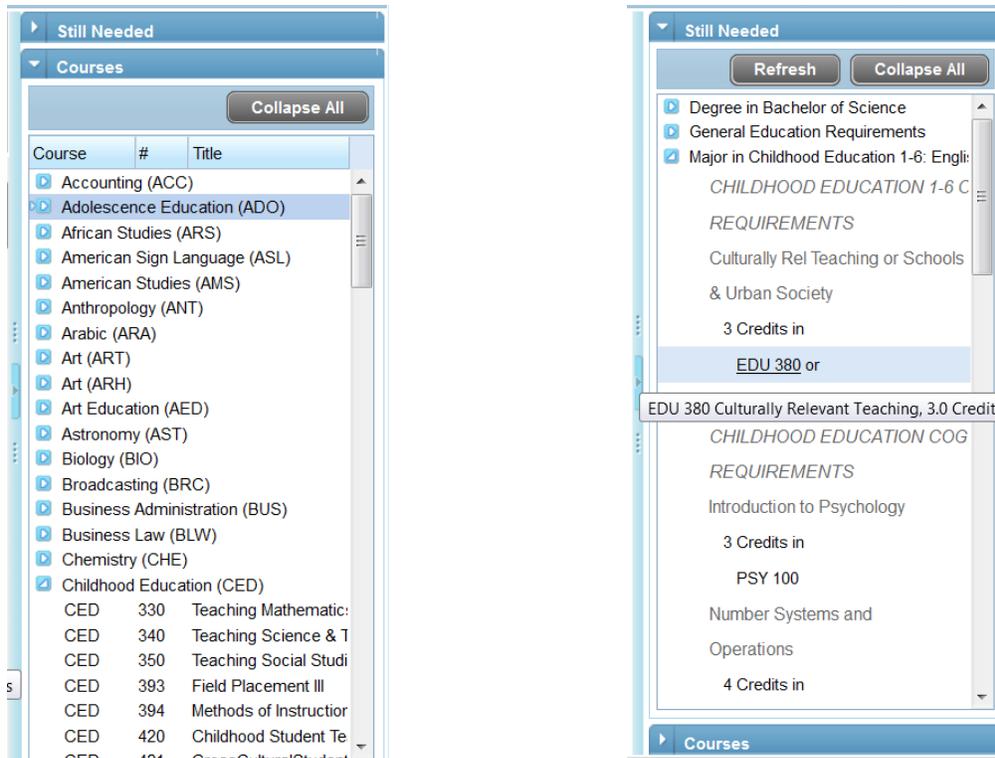
Choices work best when they are well-specified. Clicking on a Choice requirement will bring up an edit dialog box:



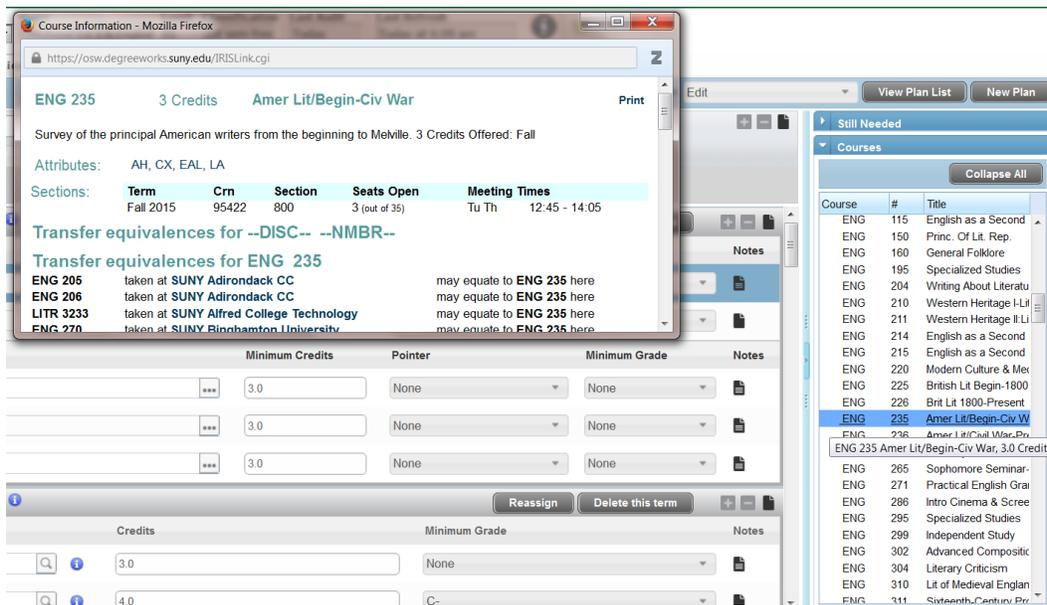
This wildcard (“@”) could be changed to a specific course (e.g. CSC 102) when it’s know that that is the student has selected.

## Degree Works Plans

The right-hand panel of the Edit view provides options for “dragging and dropping” coursework to the plan. The “Courses” view provides a Catalog inventory listing, the “**Still Needed**” view provides course information from the student audit. These can be especially helpful when starting from a blank plan.



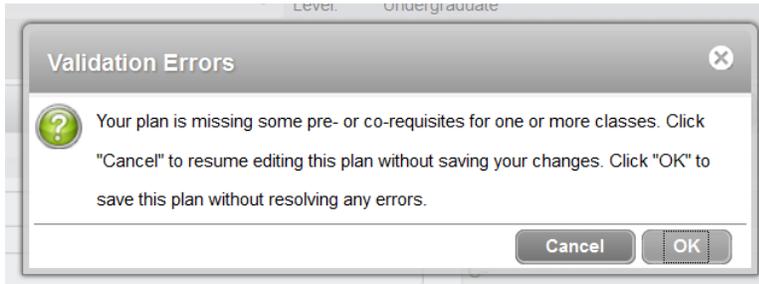
Hovering over courses listed will provide some information; clicking on a listed course displays Course Link information, just as on a student audit:



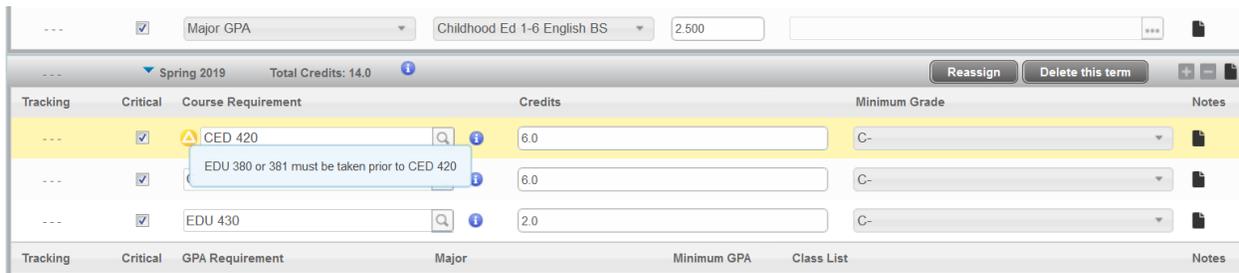
## Degree Works Plans

When editing is complete, Click “Save” in the lower-right hand corner of the screen. Saving can take time, as Degree Works is validating planned courses against prerequisite structure and “when offered” data.

A warning will pop up if there is a problem validating the proper prereq sequence:



After clicking “Cancel” or “OK”, scrolling through the plan will highlight the source of the warning:

A screenshot of the Degree Works interface showing a table of course requirements. The table has columns for Tracking, Critical, Course Requirement, Credits, Minimum Grade, and Notes. The first row is highlighted in yellow and shows a warning icon (a triangle with an exclamation mark) next to the course requirement "CED 420". A tooltip is visible over the warning icon, stating "EDU 380 or 381 must be taken prior to CED 420". The table also shows other course requirements like "EDU 380 or 381" and "EDU 430".

Tracking	Critical	Course Requirement	Credits	Minimum Grade	Notes
...	<input checked="" type="checkbox"/>	CED 420	6.0	C-	
...	<input checked="" type="checkbox"/>	EDU 380 or 381	6.0	C-	
...	<input checked="" type="checkbox"/>	EDU 430	2.0	C-	

Advisors can click “OK” to move past the warning (the planner sometimes has difficulty finding the requisite courses if they are listed in a Choice requirement).

## Degree Works Plans

### Tracking

Active, Locked and saved plans will display on-track / off-track status on the plan, term and individual requirement level:

Description:	CED English		
Degree:	Bachelor of Science		
Tracking Status:	Off-Track		
<b>Off-Track</b> <b>Fall 2015</b> <b>Total Credits: 16.0</b> <b>i</b>			
<b>Tracking</b>	<b>Critical</b>	<b>Course Requirement</b>	<b>Credit</b>
Off-Track	<input checked="" type="checkbox"/>	MAT 106	4.0
Off-Track	<input checked="" type="checkbox"/>	PSY 100	3.0
<b>Tracking</b> <b>Critical</b> <b>Choice Requirement</b>			
Warning	<input type="checkbox"/>	@ with AH	
Warning	<input type="checkbox"/>	@ with FI or @ with WC	
Warning	<input type="checkbox"/>	@	
<b>---</b> <b>Spring 2016</b> <b>Total Credits: 16.0</b> <b>i</b>			
<b>Tracking</b>	<b>Critical</b>	<b>Course Requirement</b>	<b>Credit</b>
---	<input type="checkbox"/>	ENG 102	3.0
---	<input checked="" type="checkbox"/>	MAT 206	4.0

To avoid “Warning” statuses, it’s best to update / specify Choice options. The wildcard for GenEd American History “@ with AH” could be updated to “HIS 102 with AH” or removed and replaced with a HIS 102 Course requirement when it is known that the student is taking HIS 102 to fulfill the GenEd requirement.

# Degree Works Plans

## CALENDAR VIEW

When a plan already exists, the Calendar view is the first view presented when clicking on the Plans tab. This view displays the plan by academic year.

Holding your mouse pointer over notes icons and courses will display text.

Clicking on a course will display Course Link information, just as on a student audit.

No editing of the plan is available in this view.

Worksheets Plans Notes

Student Planner for: View: Calendar View Plan List New Plan

**CED English** Active: Yes  
Degree: Bachelor of Science Status: LOCKED  
Level: Undergraduate Tracking Status: Off-Track

2015-16

Off-Track	Fall 2015, Total Credits: 16.0	---	Spring 2016, Total Credits: 16.0
Off-Track	* MAT 106 4.0	---	ENG 102 3.0
Off-Track	* PSY 100 3.0	---	* MAT 206 4.0
Warning	@ AH 3.0	---	* FRE 102 or GER 102 or SPA 102 or ITA 102 or ASL 102 3.0
Warning	@ FI or @ WC 3.0	---	* @ CO 3.0
Warning	@ 3.0	---	@ 3.0
		---	* Overall GPA - Student System 2.000

Last updated by: LeMay, Jerret on 04-Sep-2015

Audit Print

## NOTES VIEW

The notes view displays the plan with notes displayed (they can be hidden with the “Hide all notes” button).

Holding your mouse pointer over notes icons and courses will display text.

Clicking on a course will display Course Link information, just as on a student audit.

No editing of the plan is available in this view.

Student Planner for: View: Notes View Plan List New Plan

**CED English** Active: Yes  
Degree: Bachelor of Science Status: LOCKED  
Level: Undergraduate Tracking Status: Off-Track

Hide all notes

Tracking	Critical	Course Requirement	Minimum Grade	Credits	Notes
Off-Track	*	MAT 106	C-	4.0	
Major requirement also Fulfills GenEd Mathematics, prerequisite for CED 330 LeMay, Jerret   2015-09-04 08:40:13					
Off-Track	*	PSY 100	C-	3.0	
Warning		@ AH		3.0	
Attribute Type="GE American History" LeMay, Jerret   2015-09-04 08:40:13					

Last updated by: LeMay, Jerret on 04-Sep-2015

Audit Print

# Degree Works Plans

## AUDIT VIEW

This view displays the student audit side-by-side with the Calendar view. This is especially helpful in verifying completeness of the plan.

Holding your mouse pointer over notes icons and courses will display text.

Clicking on a course will display Course Link information, just as on a student audit.

“Light editing” of the plan is available in this view – Course requirements can be “dragged and dropped” between terms.

Student Planner for: Berfas, Stella K

View: **Audit** View Plan List New Plan

Catalog Year: Fall 2015  
GPA: 0.000  
Credits Applied: 66  
Credits Required: 90

Unmet conditions for this set of requirements: 90-103 credits are required. You currently have 66, you still need 24 more credits. Your Major GPA is 0; a 2.50 is required.

**CHILDHOOD EDUCATION 1-6 CORE REQUIREMENTS**

Course	Prerequisites	Status	Credits	Term
(EDU 301)	School, Pedagogy, and Social Justice	PLAN	(3)	Fall 2017
(EDU 303)	Field Placement I: Observation and Participation	PLAN	(1)	Fall 2017
(EDU 430)	Professionalism & Social Justice Seminar	PLAN	(2)	Spring 2019
(CED 330)	Teaching Mathematics	PLAN	(3)	Spring 2018
(CED 340)	Teaching Science and Technology	PLAN	(3)	Fall 2017
(CED 350)	Teaching Social Studies	PLAN	(3)	Fall 2017
(CED 393)	Field Experience III	PLAN	(2)	Fall 2018

**2015-16**

Term	Total Credits
Fall 2015, Total Credits:	16.0
Spring 2016, Total Credits:	16.0

**Off-Track**

Course	Credits
* MAT 106	4.0
* PSY 100	3.0

**Warning**

Course	Credits
Introduction to Psychology, Minimum Grade=C-	3.0
@ F1 or @ WC	3.0
@	3.0

**Completed**

Course	Credits
ENG 102	3.0
* MAT 206	4.0
* FRE 102 or GER 102 or SPA 102 or ITA 102 or ASL 102	3.0
* @ CO	3.0
@	3.0
* Overall GPA - Student System	2.000

Last updated by: LeMay, Jerret on 04-Sep-2015

Refresh Audit Print Save

Course Link information as displayed in Calendar, Notes and Audit views:

Course Information

**MAT 106** 4 Credits **Number Systems & Operations**

This course is the first of a two semester sequence designed for the prospective N-6 and N-9 teacher. Students will develop a comprehensive understanding of the mathematical curriculum recommended by the National Council of Teachers of Mathematics (NCTM) Standards. Topics include: sets, numeration systems, whole numbers, integers, rational numbers, real numbers, and number theory. A hands-on problem solving technology based approach will be emphasized throughout MAT 106 and 206. Advisement recommendation: NYS Integrated Algebra or the equivalent.

Offered: Fall, Spring.  
Credit: 4

Prerequisites: LA, MA

Term	Crn	Section	Seats Open	Meeting Times
Fall 2015	91666	810	8 (out of 28)	M W F 09:35 - 10:55

Done