

# DegreeWorks

OFFICE OF THE REGISTRAR

INDIANA STATE UNIVERSITY

As you begin to explore the Student Educational Planner (SEP), this guide will assist you with learning how to use the system to plan future classes, keep track of requirements, and record notes for students regarding their academic records.

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## Accessing DegreeWorks

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DegreeWorks can be accessed through one of the following

- In Faculty Self-Service
  - Degree Audit Tools-MySam
- Advisee search
  - Click on student
  - In their profile click Degree Evaluation

## Finding a Student or Group of Students

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If you don't have a student ID or a full name, or you want to pull audits for a group of students, use this method

Click the “Advanced Search” link below student ID. There are multiple search criteria that you may use:

The screenshot shows a 'Find Students' search interface. On the left, a sidebar contains a 'Student ID' field and an 'Advanced search' link, with a red arrow pointing to the latter. The main window is a modal titled 'Find Students' with a close button 'X'. It features several search criteria sections: 'Student ID', 'First/middle name', and 'Last name' at the top. Below is a 'Curriculum' section with dropdowns for Degree, Level, Classification, Catalog year, Major (0/283), Minor (0/161), College (0/11), Concentration (0/189), Program (0/1305), and Student type (0/10). A 'Custom Student Search Options' section follows with dropdowns for Sport (0/15), Student Attribute (0/0), and Academic Standing (0/0). At the bottom right are 'Clear', 'CANCEL', and 'SEARCH' buttons. A red arrow points to the 'SEARCH' button in the modal.

- First and Last Name
- Degree
- Level (e.g. undergraduate/graduate)
- Classification (e.g. senior, junior, etc.)
- Catalog Year (i.e. the year the student started their current major, minor or concentration)
- Major
- Minor
- College
- Concentration
- Student Type (continuing, new freshmen, etc.)
- Custom Search Options
  - Sport
  - Student Attribute (e.g. 21<sup>st</sup> Century Scholar, Project Success, etc.)
  - Academic Standing (e.g. probation, good standing, etc.)

To view the individual audits of all students who fit the criteria you have entered, click “select” to be taken back to the search page. This time, however, there will be a drop-down box for selecting an individual student who meets the search criteria. Select a name to view the degree audit of that student.

Students found: 166

Clear CANCEL SEARCH

<input checked="" type="checkbox"/>	ID	Name ↑	Degree	Major	Level	Classification
<input checked="" type="checkbox"/>			AB	Art	U	
<input checked="" type="checkbox"/>			AB	Art	U	Freshman 1
<input checked="" type="checkbox"/>			AB	Art	U	Freshman 1
<input checked="" type="checkbox"/>			AB	Art	U	Freshman 1
<input checked="" type="checkbox"/>			AB	Art	U	Freshman 1
<input checked="" type="checkbox"/>			AB	Art	U	Freshman 1
<input checked="" type="checkbox"/>			AB	Art	U	Freshman 1

CANCEL SELECT

Worksheets

Student ID [ ] Q

Advanced search

*List of all students matching criteria appears*

To view only the records of select students, un-check the box at the top left and select only those for whom you want to view records and then click “select” to be taken back to the search page. This time, however, the drop-down will contain only the names of the selected student(s).

# Sections in the Audit

## Audit Header

### Worksheets



Data refreshed 07/21/2022 1:09 AM

Student ID <input type="text"/>	Name <input type="text"/>	Degree Pre Bachelor
<a href="#">Advanced search</a>		
<b>Level</b> Undergraduate	<b>Classification</b> Senior 2	<b>College</b> College of Health & Human Svcs
<b>Program</b> NURSING (LPN/LVN TO BS) - PRB		
<b>Major</b> Baccalaureate Nursing-Stu w/ LPN Licensure	<b>Seeking Multiple Degrees</b> N	<b>Admit Term</b> Fall 2022
<b>Distance Learner</b> Distance Student		
<b>Transfer Hours</b> 161	<b>Transfer Institution(s)/Prior Degree(s)</b> Ivy Tech State Clg-Valparaiso-CER, Purdue Univ- Northwest Hammond-BS	
<b>Advisor</b> Kimberly Kimbler, Michelle Stodden	<b>Alternate PIN</b> FA22-452185	<b>Citizenship</b> Citizen

The buttons in the upper left corner refreshes student data pulled from the Banner system. Utilize this button to see Banner changes made since the last nightly refresh (e.g. new courses added/dropped/withdrawn, new grades posted new concentration added).

The contact/e-mail icon on the upper right will bring up an e-mail window for the student the advisor is currently looking at. If the student is looking at their MySam, the e-mail window will populate with all advisors' e-mails for that student.



The icon allows the user to view the student's class history. This is similar to an unofficial transcript, although it displays no overall GPA information and no repeat codes. It will only display coursework that matches the level of the audit, so as an example, only undergraduate courses would show on a class history accessed from an undergraduate audit.

The header is now dynamic and will adjust to fit your screen. If students do not have specific attributes or characteristics that can be shown in the header, they will not show. The only item that will show if it is blank will be the advisor section. This is to show that the student does not have an advisor assigned.

## Format Box/Progress Bar

Academic What-If View historic audit 01/27/2023 at 3:41 A...

Format Student View

**Degree progress** Overall GPA 3.68

Requirements

In-progress classes

Preregistered classes **PROCESS**

- Format: This drop-down box lists the different types of audits that are available. The student view is the typical view of audit utilized by advisors. If you want a different view (graduation checklist, registration checklist) select it from the dropdown box.
- Degree Progress: These indicators illustrate student progress as 1) a percentage of total course requirements completed; and 2) a percentage of minimum total credits completed
- Process: Refreshes the audit after a change to audit programming has been made.

## DegreeWorks Audit Components: Block

### Degree Blocks

Lists basic requirements for earning a degree (minimum credits requirements, GPA requirements, etc.) in addition to all the blocks that are required to complete the student's declared program. The block also included the student's catalog year

**Pre-Bachelor's Degree** INCOMPLETE

Credits required: 120   Credits applied: 90   Catalog year: 2022-2023   GPA: 0.00

You currently have 15 Credits in 300-400 Level Courses.  
 You currently have 0 Residency Credits in 300-400 Level Courses.  
 You currently have 0 Residency Credits.

<input type="radio"/>	Minimum 120 Credits to Graduate	<b>Still needed:</b>	120 Credits are required to graduate. You currently have 90, you still need at least 30 more.
<input type="radio"/>	Minimum 45 Credits in 300-400 Level Courses	<b>Still needed:</b>	you still need 30 more Credits in 300-400 Level Courses.
<input type="radio"/>	Minimum 9 Residency Credits in 300-400 Level Courses	<b>Still needed:</b>	you still need 9 more Residency Credits in 300-400 Level Courses.
<input type="radio"/>	Minimum 30 Residency Credits Requirement	<b>Still needed:</b>	you still need 30 more Residency Credits.

### Foundational Studies Core Block

Breaks the Foundational Studies Core into sections mirroring the FS curriculum guide. Foundational Studies Core GPA can also be found in the first, summary block.



## Foundational Studies

INCOMPLETE

Catalog year: 2021-2022 GPA: 0.00

You are highly encouraged to review your major area for any Foundational Studies courses that may be required for your major. To Learn More About This Requirement by CONTACTING your University College advisor. All students must complete at least one UPPER DIVISION INTEGRATIVE ELECTIVES(UDIE) course at ISU. (It may be completed online.) The second UDIE may also be fulfilled by completing a minor, certificate, or second major; completing a content specific education major; or completing applicable study abroad course work. Contact your advisor or the Study Abroad Office for more information.

	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/>	FRESHMAN COMPOSITION	<b>Still needed:</b>				
<input type="radio"/>	Freshman Writing I & II	2 Classes in <a href="#">ENG 101</a> and <a href="#">105</a>				
<input type="radio"/>	JUNIOR COMPOSITION	<b>Still needed:</b>				
<input type="radio"/>	Junior Composition Prerequisite	1 Class in <a href="#">ENG 105</a>				
<input type="radio"/>	Select 1 Junior Composition Class	<b>Still needed:</b>				
		1 Class in <a href="#">BEIT 336</a> or <a href="#">ENG 305</a> or <a href="#">305T</a> or <a href="#">307</a> or <a href="#">308</a> or <a href="#">313</a> or <a href="#">HRD 340</a>				

### Major Block

Lists credits and courses required to complete the student's declared major. Major GPA can be found at the top of the block

## Architectural Engineering Technology Major

INCOMPLETE

Catalog year: 2021-2022 GPA: 1.66

	Course	Title	Grade	Credits	Term	Repeated	
<input type="radio"/>	Construction (30 Credits):	CNST 101 is not required but is recommended for the FS: ESR category					
<input type="radio"/>	Architectural Graphics	<b>Still needed:</b>					
		1 Class in <a href="#">CNST 106</a>					
<input checked="" type="radio"/>	Construction Materials, Methods, & Equipment	CNST 111	Constr Matls, Meth & Equipment	RG	(3)	Fall 2022	
<input type="radio"/>	Construction Contract Documents and Project Delivery	<b>Still needed:</b>					
		1 Class in <a href="#">CNST 201</a>					

### Minor/Concentration Blocks

Lists requirements to complete the student's declared minor and/or concentration. Minor/concentration GPA can be found at the top of the block.

#### Business Administration Minor INCOMPLETE

Credits required: 21 Credits applied: 12 Catalog year: 2021-2022 GPA: 3.333

A grade of C- or better is required in these minor courses.

	Course	Title	Grade	Credits	Term	Repeated
○ 21 Minor Credit Hours Required	Still needed:	A minimum of 21 credit hours in the minor are required. You currently have 12; you need 9 additional credit hours.				
✓ Financial Accounting	ACCT 210	Financial Accounting	A	3	Semester I 2020-2021	
ⓘ Business Law	BADM 230	Business Law	IP	(3)	Semester II 2021-2022	
○ Managerial Accounting or Organizational Behavior	Still needed:	1 Class in ACCT 212 or MGT 234				
✓ Microeconomics, Macroeconomics, or Finance	ECON 110	Microeconomics	B	3	Semester II 2020-2021	
○ Introduction to Entrepreneurship or Management	Still needed:	1 Class in ENTR 100 or MGT 281				
✓ Marketing	MKTG 290	Marketing	B	3	Semester I 2020-2021	

### Remedial Courses Not Degree Applicable

Lists remedial courses that are registered or have been completed.

#### Remedial Courses Not Degree Applicable COMPLETE

Catalog year: 2021-2022 GPA: 0.00

✓ Remedial Courses Not Counted Toward Degree	MATH 035	Intermediate Algebra	XC	0	Spring 2022	
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### Counts Toward Degree Requirements

This block will list electives that are counting toward the 120 credits needed to graduate

## Counts toward degree requirements

Credits applied: 2    Classes applied: 2

Course	Title	Grade	Credits	Term	Repeated
UC 110	Issues and Ideas	C+	1	Fall 2021	
UC 150	Academic Competencies	A	1	Spring 2022	

### *Insufficient*

This block will show courses that the students have failed, withdrawn, or have not received a high enough grade for their major. If a requirement has been met for the student and they register for the same course again, the registered course will be shown here.

## Insufficient

Credits applied: 6    Classes applied: 4

Course	Title	Grade	Credits	Term	Repeated
AHS 201	Fundamentals of Nutrition	RG	(3)	Fall 2022	(R)
ART 151	Vis Art In Civiliz	RG	(3)	Fall 2022	(R)
MATH 035	Fundamentals of Algebra II	XF	0	Fall 2019	(R)
PHIL 201	Ethics & Good Life	W	0	Spring 2021	

### *In-Progress and Preregistered*

This block will list classes the student is currently taking and registered in for the next semester

## In-progress and Preregistered

Credits applied: 27    Classes applied: 9

Course	Title	Grade	Credits	Term	Repeated
COUN 425	Career Development for Women	RG	(3)	Spring 2022	
ELED 324	Emergent Literacy	RG	(3)	Spring 2022	
ELED 335	Ear Chldhd:Tchg Lrn Kinderg	RG	(3)	Spring 2022	

### *Exceptions*

Lists exceptions entered for the student, including the type of exception, a description of it, who entered the exception, and when they entered it.

Departments sometimes will substitute or waive a course requirement. Department heads and authorized designees may enter exceptions through the exceptions tab for their department's majors, minors, and certificates only. They are not authorized to make exceptions to University

degree requirements and/or general education. Those types of changes must be authorized by the corresponding authority or committee.

## Exceptions

Type	Description	Created on	Created by	Block	Enforced
Force Complete	Satisfied by HIST 213 FA 20	02/19/2021	Dolly, Cody G	Elementary Education Major	Yes

## Notes

This section will show notes, when they were created, and who it was created by. In order to add a note to the student's worksheet, click the ellipsis at the top of the worksheet and add note.

My Student Academic Map @ Indiana State

WORKSHEETS EXCEPTIONS PLANS ADMIN

Laura S Vanatti

## Worksheets

Data refreshed 07/21/2022 12:36 AM

Student ID  Name  Degree Pre Bachelor

Advanced search

- GPA Calculator
- Class History
- Notes

## Notes

There are no notes for this student.

**ADD A NEW NOTE**

## Degree Works Audit Component: Legend

### Legend

- ✓ Complete
- Not complete
- 🕒 Complete (with classes in-progress)
- ⚠ Nearly complete - see advisor
- 📋 Prerequisite
- @ Any course number
- (R) Repeated class

- Complete-This symbol will appear beside all requirements within the audit that have been completed.

- Not Complete- This symbol will appear beside all requirements within the audit that have not been completed.
- Complete (with classes in-progress)- This symbol will appear for requirements where students are currently registered for the classes needed to fulfill the requirement.
- Nearly complete-see advisor- This symbol will appear when requirements almost complete, however there’s a component that may not be met.
- @ Any course number- The “@” symbol represents all classes when used as a course subject prefix and can also be used to represent all course numbers within a course subject when it follows the course subject.

### Degree Audit Course Link

If you click on a hyperlinked course anywhere in the degree audit, it will bring up a block of information that shows the course prerequisite (if applicable), catalog descriptions, and class schedule information including date and times that courses are scheduled to be offered along with the number of seats available in each section.

### Course Information



#### ART 151 - 3 Credits - Vis Art In Civiliz

(TransferIN) A topical survey of major concepts in the visual arts and their relation to the societies which produced them. Prerequisites: Completion of Freshman composition Foundational Studies Credit: [Fine and Performing Arts]

**Prerequisites:**

**ENG 105** with a minimum grade of D- or **ENG 107** with a minimum grade of D- or **ENG 108** with a minimum grade of D-

**Sections:**

Term	CRN	Section	Seats open	Meeting times
Fall 2022	52434	002	0 (out of 37)	Tu Th 02:00pm - 03:15pm
Fall 2022	51124	004	1 (out of 37)	M W F 08:00am - 08:50am

### What-If Audit

The “what-if” audit allows students and advisor to see how credits a student has already earned/registered would fit into an alternate academic program, or to see how courses taken in the future would fit into the current program.

Within a student's audit, click from 'Academic' to 'What-If'

Academic What-If View historic audit 01/27/2023 at 3:41 A...

Format Student View

**Degree progress**

91% Overall GPA 3.68

Requirements

In-progress classes

Preregistered classes **PROCESS**

Use the dropdown boxes to select the desired Program: Catalog Year (Always change to current academic year if running an audit on an alternative program), Degree, Level, Major, Minor and Concentration (Catalog Year, Degree Level and Major are required fields. If you are simply determining how future courses will fit into the existing program, ensure that these fields match the student's current record). Check or uncheck the 'In-progress Classes' and 'Preregistered Classes' boxes. If desired, enter Future Classes the student is considering. If trying to add a second major you will need to click on the "Additional areas of student" block. The two majors need to have the same Degree Type. If students want to have two degrees those will need to be separate audits. Click the 'Process' button near the bottom of the screen.

**What-If Analysis**

Use current curriculum  In-progress classes  Preregistered classes

**Program**

Catalog year \* 2019-2020

Program \* ARCHITECT ENGINEERING TECH - BS

Level \* Undergraduate

Degree \* Bachelor of Science

College \* College of Technology

**Areas of study**

Major \* Architect Engineering Tech (Ugrad)

Concentration

Minor

**Additional areas of study**

**Future classes**

Subject Number **ADD**

**RESET** **PROCESS**

# Student Educational Planner Introduction

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## What is the SEP?

The DegreeWorks Student Educational Planner (SEP) is an advising tool that students and advisors can use to map out a clear pathway for a timely degree completion. Advising plans created in SEP will show students the required courses within their program(s) and a recommended timeline of when they should be completed. The plan will be used for compliance in the Sycamore Graduation Guarantee.

## Why use it?

The SEP helps advisors and students work together to plan each term of coursework to ensure student success. By developing a plan, students will have a clear path of coursework needed in sequential order. In addition, advisors can use the features in the plan to identify courses that are essential to students' timely degree completion. With the implementation of Schedule Builder it will be imperative to have an accurate plan so students can bring their courses into Schedule Builder automatically for easy registration.

## Reporting Capabilities

With the use of plans we are now able to report on them. This will help in several ways

### Course Demand

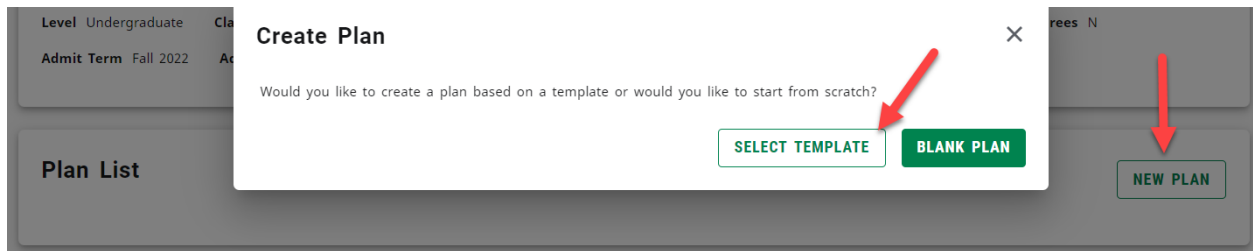
- We will be able to pull reports based on a student's plan as well as multiple students
  - We will be able to see for a specific semester, x number of students are planned to take x course
  - This will help departments know if sections need to be added
- We will not be able to pull report for FS place holders in plans
  - Student might start with FS COMM, but once an advisor has the discussion with the student, the FS COMM should be edited to be that specific course
- BEST PRACTICE: Foundational studies should be planned out (actual course in the plan) 1 ½ years in advance

## Getting Started

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1. Log into the Portal
2. Select Faculty Self-Service
3. Select Degree Audit Tools-MySAM
4. Select a student by either entering their student ID or clicking "Advanced Search" (below student ID)
5. Once you have selected the student it will default to the Plans tab.

- If a plan exists, you will see the plan under “Plan List”.
- If a plan does not exist, you may select “New Plan” and have the choice of “Select Template” or “Blank Plan”.



## Assigning a New Plan

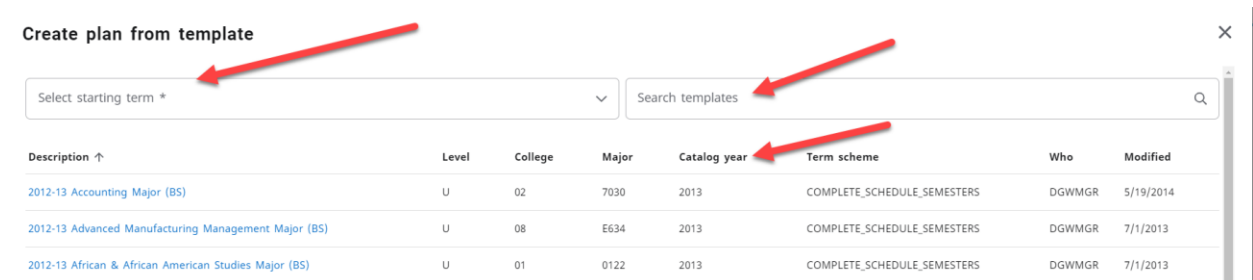
There are two different options for creating a new plan: “Select Template” or “Blank Plan”. Blank Plans are useful for transfer students who have completed most of their degree requirements already. Templates are the most beneficial for all other students (new and transfer with fewer hours).

### Creating a Plan from a Template

After clicking “Select Template” you will be brought to a list of templates.

You may search templates using the “Search Templates” box. You can use the major name or catalog year to help you find the correct template.

Make sure to select the starting term.



Once you have found the correct template you would like to use, click the blue description link.

### Creating a Blank Plan

After clicking “Blank Plan” you will be asked to select a starting term. Select the term the student has been admitted for.

Continue to the Editing Plans section to learn more about modifying plans.



BEST PRACTICE: We recommend that you select a department-approved template for the chosen major and edit that plan to meet individual student circumstances.

\*\*Note: Advisors have access to edit the plan after a template is selected or once a blank plan is created.

## Editing Plans

For most students, Student Educational Plans will require adjustments after selecting the template. For example, the template for the typical freshman does not assume the student will need to fulfill their foreign language requirement. Students who do not come in with credit for this requirement will need their plan adjusted to reflect this requirement.

To edit Description, select the pencil. Under Description, add the term which you are making the plan for followed by the catalog year and description. For Example: Fall 2022: 2019-20 Elementary Education Majors (BS).

At this time the Advisor will then check the “Active” and “Locked” boxes. A plan being “active” and “locked” allows tracking status to display checking if student is “On Track” (has taken courses planned) or “Off Track” (has NOT taken courses planned).

**Edit Plan** ✕

Description \*  
FALL 2022: 2022-23 Criminology and Criminal Justice Major (BS)

Degree  
Bachelor of Science ▾

Active  Locked

CANCEL SAVE

When editing for a future semester, Advisors do have the access to still edit an active/locked plan and save changes. **Only one plan can be active.** If you need to create a new plan, inactivate the old one first by viewing all plans created for the student under “Plan List”.

## Plan List

NEW PLAN

Description	Active	Modified ↓	Who	Degree	Level	Status	
FALL 2022 / 2022-23 Criminology and Criminal Justice Major (BS)	Yes	06/28/2022		BS	U	LOCKED	

Page 1 of 1 Total results: 1

## Editing Tools

**Edit plan** By selecting you may enter text in the Description box to re-name and check off the Active and Locked boxes once all course edits are complete/planned.

**Expand all Terms** Click in the plan header if you would like to see planned requirements in all terms.

**Previous and Next** icons allow you to scroll through the terms left and right.

**Add notes** to the plan by clicking the icon. There are three areas you may add notes, in the Plan header, Term header, and at Course level. After a note is added, it will change to a blue outline . If you wanted to view a note you will select the page icon outline in blue.

**Add terms** to the plan by clicking in the plan header (displayed at the top right of the plan next to expand icon).

**Expand or collapse the plan sidebar** by clicking . On the sidebar (top left next to the term headers) you will be able to select previous and next icons to scroll to the list of “Requirements” (choice, course, and placeholder) or “Still Needed”.

**Add a Course by Drag & Drop:** Click the arrow under “still needed” or “courses” section at the left of the screen. If you do not see “still needed” at the left, you will be able to select previous and next icon to scroll to “still needed”. Drag and drop courses into desired terms.

**Still Needed:** Users can see a “list view” of unmet requirements by navigating to the “Still Needed” lists. This will show requirements that do not have a specifically planned courses associated with it.

**Add a Course manually** under “Requirements” listed on the sidebar by clicking the + icon next to course. When the New Requirement box pops up you will need to

The screenshot shows a sidebar titled "Requirements" with four items: "Choice", "Course", "GPA", and "Placeholder". Each item has a blue plus icon to its right. The plus icon for "Course" is circled in red.

- Enter the term which you would like to add the course
- Type in the course subject and number, it will take a second and then you will need to select the actual course
- If the course is an elective you will need to add the number of credits
- Select save

The "New Requirement" form contains the following fields and options:

- Requirement type: Course
- Term \*: Spring 2023
- Critical
- Course requirement: [Search bar with magnifying glass icon]
- You searched for: CHEM 101
- Credits: [Empty text field]
- Minimum grade: [Dropdown menu]
- Buttons: CANCEL (white) and SAVE (green)

- If you receive an error for availability it means that the course is not offered in the term you are trying to add it to
  - This information came from departments initially
  - If you know something is incorrect, please report this to OR so it can be fixed

## Validation Error



There is an availability issue for one or more classes.

- COMM 309 is not offered in the current term.

Would you like to save without resolving the error(s)?

CANCEL

YES

**Add a Choice Requirement** under “Requirements” listed on the sidebar by clicking the **+** icon. A choice is useful when multiple courses can fulfill requirements. More on this in the next section.

**Move Requirements** between semesters by selecting the desired course. Once requirement is grabbed, drag and drop it into appropriate term.

**Reassign and Delete terms** as needed by clicking the “more” icon at term header. Selecting “Reassign” allows requirements on a term to be moved to another term.

**More Information:** To see course information (prereq, course description, date/time offering, etc.) click the ellipse next to the course and select the “More Information” link.

**Edit This Requirement:** click on the ellipse next to the course and select the “Edit this requirement” link to take you back to the original entry screen.

**Delete a course** by selecting icon next to the course planned and select “Delete this requirement”.

## Choice Requirements

When there are several course options that can fulfill a planned requirement, a Choice requirement can be used; the plan has all choice requirements come up in orange. An option can be any combination of actual courses, wildcards, or ranges.

Most templates include foundational studies requirements that will be needed to be replaced by a course. See below for examples of choice requirements and how to select a course.

## Examples of Choice Requirements


If the department did not mention which core course would be applied to each core area, the choice requirement will list the core options until the advisor selects the course for the student's plan.

You also may have choices that require any course number (@) with the prefix (ACCT, BIO, etc.); in this example this is to fulfill the elective of that department.

Foundational Studies: When adding a foundational studies requirement a pointer must be set so that the course will show as planned in the audit.

- Select choice to be added
- Select term it will be added
- The course will start with FS and then pick the FS to add. Add the attribute for the FS
- Enter credits (enter the lowest number of credits that will fulfill this choice)
- Pointer needs to be selected
- Save

## How to Select a Course

- When there are choice requirements, advisors will select/plan a course for the student by clicking the “more”  icon.

**New Requirement** ×

Requirement type  
Course

Term \*  
Spring 2023 ∨

Critical

Course requirement 🔍

You searched for: CHEM 101

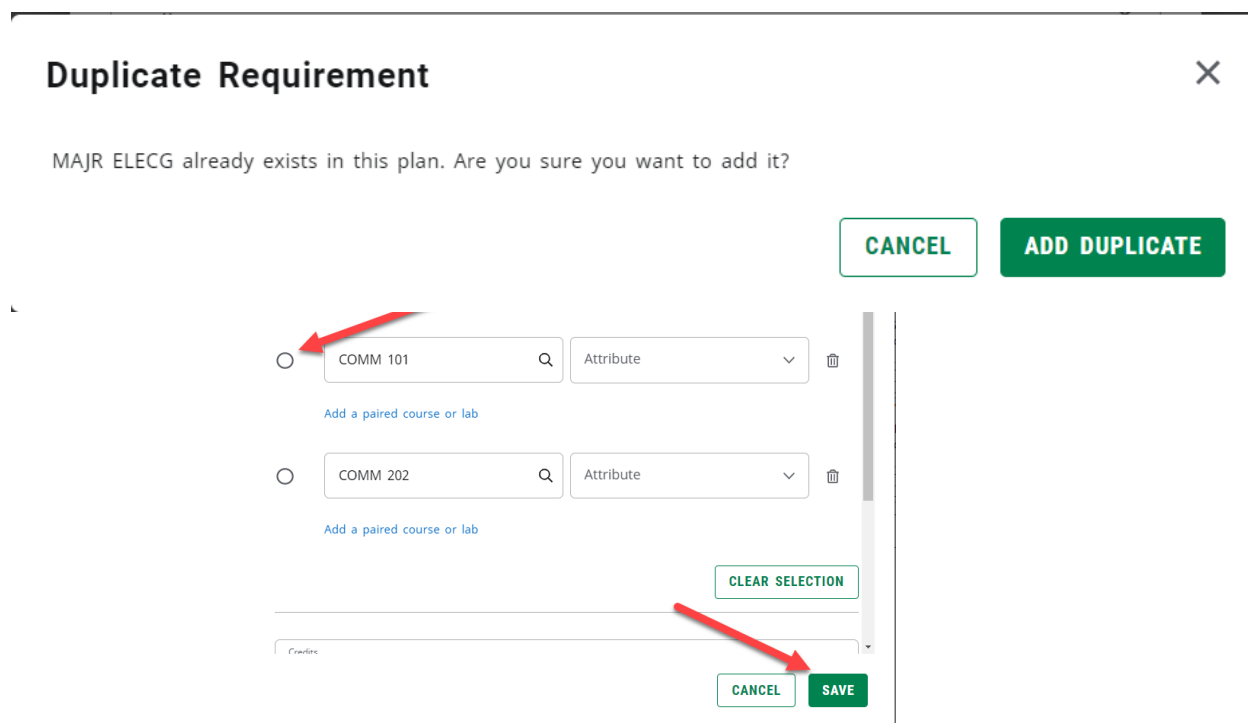
Credits

Minimum grade ∨

- Click the radio icon next to the desire course and select **SAVE**
- If you would like to add another course to the choice.
  - Click Add at the top right of the “Edit Requirement” page.
  - At the bottom of the choice requirements, you have the option to type in course OR search another using the magnifying glass.
  - The search will filter when you start typing the course and allow you to select the one you are wanting.

### Duplicate Requirement Message

For course requirements you will be receiving the following “Duplicate Requirement” message if you try to add/plan the same course twice.



You will be able to add the same course, like in the above instance if it is a major elective.

To make sure the course you have added is not selected twice, or you have not planned a course that is not needed, you may view the “Audit” (located at top left of the plan above the “sidebar”). If the planned course is not needed because the student already took the course, you will see the planned course go in the not counting toward degree requirements block.

## Not counting toward degree requirements

Credits applied: 26 Classes applied: 9

Course	Title	Grade	Credits	Term	Repeated
FS HIP	FS: High Impact Practice	PLAN	(3)	Fall 2025	
MAJR ELECG	General Elective	PLAN	(3)	Fall 2024	

## Plan Views

### Edit View

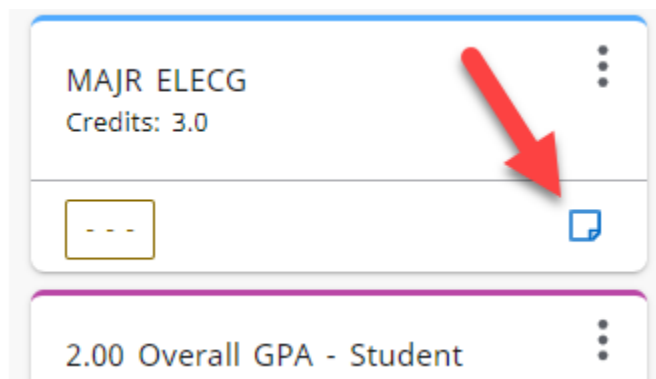
After selecting a plan, you will notice it will allow you to edit the plan right away. When you make changes, the changes save right away as well. The only “edit view” you will ever need to select is the pencil to edit the description and make a plan active and locked (or deselecting the indicators).

This is the default view. As an advisor, this is where you will likely spend most of your time helping students update their plans. This view should be used for advanced editing of plans; student will see this view but not be able to make changes.

### Notes View

The notes view includes key information provided by departments for each degree program. This view highlights recommended advising notes or explanation of what the requirement is. As users scroll, they may see advising notes assigned to the degree, term, or to course requirements. If a requirement shows the blue note, then there is a note to view. If it is greyed out, then no note has been made.

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### Audit View

The audit view allows users to view a plan alongside a student's degree audit. This differs from the traditional degree audit because the audit view includes the courses a student “plans” to take, not just their current and past courses. In instances, where an advisor notices the audit

does not display a requirement planned, the advisor will have to make sure to add the course in the student's plan as it will be needed to graduate. The audit view is only meant for viewing and no editing. All planned coursework will display "PLAN" (for planned) in addition to the "RG" registered courses.

UPPER DIVISION INTEGRATIVE ELECTIVES(2 Categories)					
Select UDIE Category #1 and #2 from the Classes	COUN 425	Career Development for Women	B-	3	Spring 2022
	ELED 457	Elem&Spec Ed Capstone	PLAN	(3)	Spring 2023

### Choices on the Audit

In the audit view if there is a choice requirement with no selected course or no pointer with the choice, then course will not pull up as planned in the audit.

### Degree Progress

You may notice while in Audit View, even though all is "planned" in the audit, the requirements percent may not be 100%; this is because grades have not been processed (it is "in progress") so the percent is reduced to 98%.

## Exceptions

Exceptions allow users to make an exception to the catalog requirements of a student's current degree program. The following types of exceptions are available from the Exceptions tab in Degree Works.

### Substitute

This exception allows you to substitute one course for another, replacing the catalog required course with an alternate.

### Apply Here

This exception allows the user to apply a specific course to a rule regardless of the Catalog requirements. The auditor will not move courses applied to rules with this exception type unless a block or rule qualifier overrides the exception.

### Also Allow

This exception appends a course to a course list on a rule. Using this exception allows you to add an additional course to an existing rule, while still allowing the original course to count. This is a good option to add a course before a student has taken the course, as it would still allow the student to complete the original requirement.

### Force Complete

This exception allows you to force a requirement to be marked off as completed. Force complete may be used on rules or qualifiers (e.g., Minimum Residency Requirement, Minimum Grade, Minimum Classes, etc.) Once Force Complete is applied it will not affect the total credits or GPA for a set of requirements.

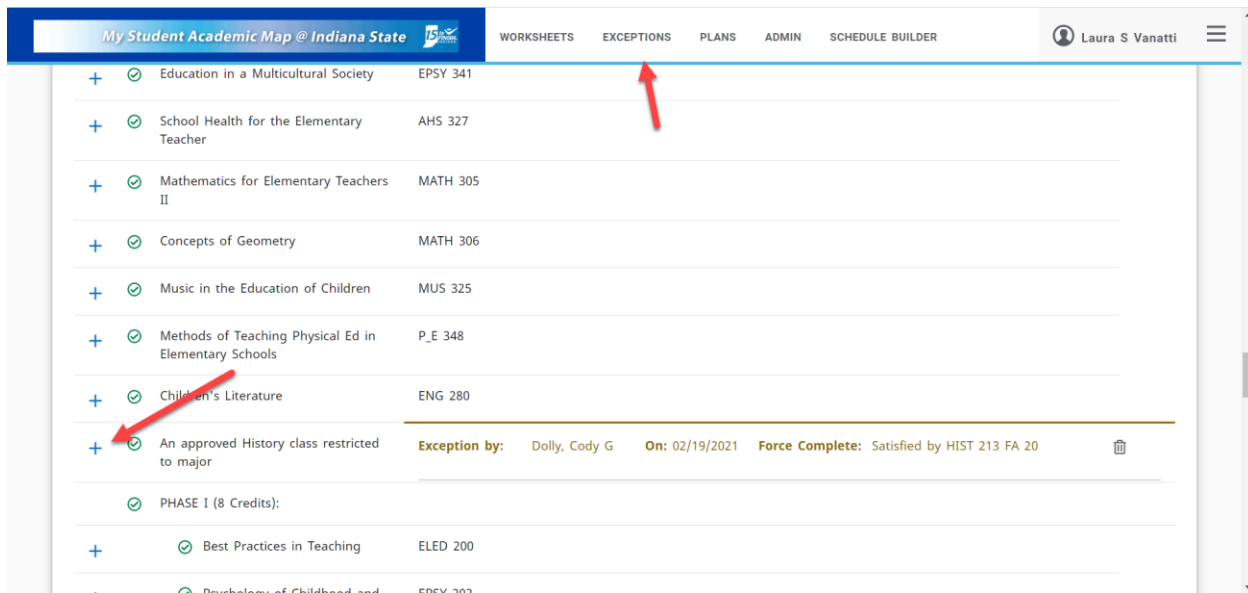


## Remove Course/Change the Limit

This exception allows you to remove a class from a course rule or qualifier or to change the number of classes or credits required on a rule or qualifier. For example, change the minimum residency requirement from 50 credits to 45; change the rule for major directed electives in an area from 3 classes to 2 classes.

## Adding an Exception

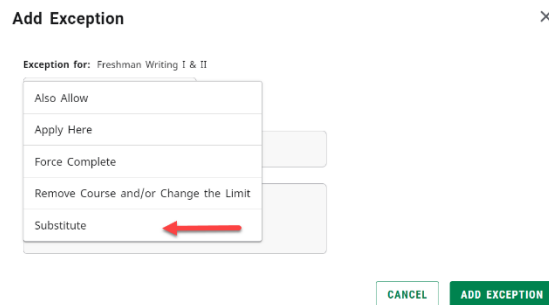
Select the Exception tab at the top of the screen. From there you will scroll until you find the requirement you want to add the exception for. Click the plus sign to the left of the requirement.



## Substitution

In this example we will be substituting (replacing) ENG 105 with ENG 107. Remember a substitution will remove the existing course and replace it with a new one. The old course will no longer be an option.

1. Choose Substitute from the Exception Types drop down





## Add Exception



Exception for: Children's Literature

Also Allow	
Apply Here	
Force Complete	
Remove Course and/or Change the Limit	
Substitute	

CANCEL

ADD EXCEPTION

## Add Exception



Exception for: Children's Literature

Exception type  
Apply Here

Apply Subject \* BUS Number \* 1xx

With Qualifier Operator Value

Description \*

Details

CANCEL

ADD EXCEPTION

2. Type in the Subject and Number of the course you wish to apply. Add a description. Click Add Exception

If you are using a course that is listed multiple times (I.e. ELEC 1xx, HIST 1xx, etc.)

Select a qualifier: DW Transfer Course

Operator: Equal to

Value: Subject and Number of course with no space (this is the subject and number of the course from another college)

### Add Exception ×

Exception for: Music Skills IV

Exception type  
Also Allow ▼

Allow

With  ▼  ▼

Description \*  
Apply NNN142

Details

3. Refresh and Process New.

### Also Allow

This exception is handy for allowing a new course to fulfill a requirement (i.e., the student's catalog term requires a course that was banked but a new (or different) course is acceptable.)

1. To add an additional course option to a requirement, find the course and select the plus sign to the left. Select Also Allow from the drop down menu.

## Add Exception



Exception for: Children's Literature

Exception type  
Also Allow

Allow Subject \* Number \*

With Qualifier \* Operator \* Value

Description \*

Details

CANCEL

ADD EXCEPTION

2. Type in the Subject and Number, add a description and select Add Exception.

3. Refresh and Process New

Note: Also Allow does not work with requirements in which students must complete a specified set of courses, for example, Science lecture and lab. If you use Also Allow for that, you will get a note at the bottom that the exception is not enforced.

### Force Complete

Most frequently Force Complete exceptions are used for block or rule qualifiers (i.e., Minimum Credits, Directed Electives) but can also be used to complete a course or noncourse rule. This type of exception can be used with Classes, Credits, and Minimum GPA/Classes/Credits/Disciplines/Residence, etc.

1. Find the course or requirement you are wanting to complete and select the plus sign next to it. Select Force Complete

## Add Exception



Exception for: Select 1 Literary Studies Class

Also Allow	
Apply Here	
Force Complete	
Remove Course and/or Change the Limit	
Substitute	

CANCEL

ADD EXCEPTION

2. Add in a description and click Add Exception

3. Refresh and process new

Note: It is important to enter a valid description of what is being Forced Complete. When Forcing Complete a Block Qualifier, the Exception text prints below the last Block Qualifier. Although the exception checks off the appropriate requirement, the text may not show up next to it. As that may be confusing, use the description field to clarify the exception.

### Remove Course and/or Change the Limit


Most frequently they are used for block or rule qualifiers, but can also be used to reduce or increase the number of classes, credits, groups, etc. that are required on a rule. The Remove Course is typically used to remove a specified course from a list of courses in a rule.

1. Find the course or requirement you are wanting to remove or change, click the plus button and select Remove Course and/or Change the Limit.

## Add Exception



Exception for: Select 1 Literary Studies Class

- Also Allow
- Apply Here
- Force Complete
- Remove Course and/or Change the Limit 
- Substitute

CANCEL


ADD EXCEPTION

2. If you are wanting to remove the course, type in the subject and number. Add a description and save


## Add Exception



Exception for: Select 1 Literary Studies Class

Exception type  
Remove Course and/... 

Remove

Change   

Description \*

Details

CANCEL

ADD EXCEPTION

3. If you are wanting to change the credits or number of courses, add the limit and then select the units. Add a description and save.

Note: When changing a qualifier (i.e., Minimum Credits), provide a detailed description of the change in the Description field as the exception prints at the bottom of the block.