Creating an Academic Plan

Degree Works Plans

Degree Works Plans are used to help advisors and students work together to plan each term of coursework as to ensure student success. By developing a plan students will have a clear path of coursework needed in sequential order.

Objectives

- Learn to create a new Academic Plan
- Understand the many different features of Plans
- Learn to use Templates
- Learn the three methods to add courses to Plans
- Learn to Edit Plans
- Learn to Review Results
- Understand the features of the different views

Creating a New Plan

There are two different options to create a new plan: Blank Plan or Select Template. Blank Plans will be useful for students that are near completion for their degree, while Templates will be most beneficial to new students.

To Create a Blank Plan

1. Begin by logging into Degree Works.
2. Enter either the Access ID or the Banner ID number into the Student ID field.
3. Select the Plans tab near the top left of the page.
   a. If a plan exists, the page will default to the Active Plan, you can create a new plan by selecting, “New Plan” in the upper right corner.
   b. If a plan does not exist, you will be prompted to create one. (In this example, a plan has not yet been created).
   c. Select Blank Plan.
4. Please select a term to serve as your starting term for this plan (i.e. Fall 2021) and click the green Submit button.

5. Enter a Description such as “Graduation Plan.”

a. Check the Active box, to make it the active, default plan when the Plans tab is selected.
   
   i. NOTE: If there are any other plans that have been deemed active. You must inactivate them before clicking the active button on this screen.

b. Only check the Locked box, if this plan will be the final plan.
i. **NOTE:** Locking a plan will not allow for future changes by advisors or the student.

c. Click **Save**

6. Add as many upcoming terms as you intend to plan.

7. Drag and drop courses from the Still Needed section into the green area (by the + sign of the respective term) of your planned terms. (TIP: Refresh the Still Needed area as you add courses to your plan also General Education courses will not allow for dragging...
and dropping).

NOTE: If you ever make a mistake when making the plan click the 3 dots next to the term and or course requirement to delete the requirement/term or reassign the requirement/term.
8. Continuing adding classes from the Still Needed menu until you are satisfied with the plan. The more you add from the “Still Needed” section the requirements will ultimately disappear when you have placed all the courses on the plan.

   a. If there are other requirements needed such as a Choice Requirement (typically used when needing to relate elective courses to the student) etc. Click the arrow button to move from theStill Needed tab.

   b. Pick the requirement needed and proceed to the next steps
Choice Requirements are a good way to allow students to view an elective range they need to take, as you can also place the attribute (if necessary). You are able to place in the number of credits (if the course has a range) also a minimum grade requirement (if required)

Below is how it will show on the student’s plan.
New Requirement

Requirement type
Placeholder

Term *
Winter 2022

Placeholder *
Wildcard

Value *
@ @ any elective 3000 level and above

CANCEL SAVE

Wildcard

@ @ any elective 3000 level and above

New Requirement

Requirement type
Test Score

Term *

Critical

Test code *

Minimum score *

CANCEL SAVE
9. Notes: If you would like to add notes to the student’s plan you are able to add them by term or on the course itself.

a. Click on the notepad icon on the section you would like to have the note displayed
b. For term the following pop up window will display

c. For a course/requirement the following pop up window will display
d. Click on Add A New Note for the desired section

  
  
  e. Type desired note and click on Save Note

  
  
  f. Once note have been saved the notepad icon will display blue indicating a new note has been made.

Click **Audit** to see how your planned courses will appear in your Audit. This will open a new window titled **Planner Audit**. Review the student’s audit thoroughly prior to registration to ensure all planned courses will go toward your degree requirements.
### Major in Criminal Justice

**Catalog year:** Fall 2019  **GPA:** 2.88

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
<th>Repeated</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 1010</td>
<td>Intro: Criminal Justice</td>
<td>A-</td>
<td>3</td>
<td>Fall 2019</td>
<td></td>
</tr>
<tr>
<td>CRJ 3200</td>
<td>Police &amp; Society</td>
<td>A-</td>
<td>4</td>
<td>Winter 2020</td>
<td></td>
</tr>
<tr>
<td>CRJ 3350</td>
<td>Corrections</td>
<td>PLAN</td>
<td>(4)</td>
<td>Fall 2021</td>
<td></td>
</tr>
<tr>
<td>CRJ 3550</td>
<td>Resh Mthds in Crim Just</td>
<td>B-</td>
<td>4</td>
<td>Fall 2020</td>
<td></td>
</tr>
</tbody>
</table>

**Still needed:** 1 Class in CRJ 2000

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
<th>Repeated</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 4740</td>
<td>Constitutnl Crml Procedure</td>
<td>PLAN</td>
<td>(4)</td>
<td>Winter 2022</td>
<td></td>
</tr>
<tr>
<td>CRJ 3400</td>
<td>Juvenile Delinquency&amp;Justc</td>
<td>PLAN</td>
<td>(4)</td>
<td>Spring/Summer 2023</td>
<td></td>
</tr>
<tr>
<td>CRJ 2550</td>
<td>Race, Crime and Justice</td>
<td>A-</td>
<td>3</td>
<td>Fall 2019</td>
<td></td>
</tr>
<tr>
<td>SOC 2204</td>
<td>Outsiders&amp;Devients</td>
<td>D-</td>
<td>3</td>
<td>Fall 2020</td>
<td></td>
</tr>
<tr>
<td>CRJ 2650</td>
<td>Gender &amp; Crime</td>
<td>B-</td>
<td>3</td>
<td>Fall 2020</td>
<td></td>
</tr>
<tr>
<td>GOW 2750</td>
<td>Diversity Js: Crim Justice</td>
<td>B</td>
<td>3</td>
<td>Fall 2020</td>
<td></td>
</tr>
</tbody>
</table>

### Preregistered

**Credits applied:** 22  **Classes applied:** 6

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
<th>Repeated</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 3260</td>
<td>Investigation</td>
<td>PLAN</td>
<td>(3)</td>
<td>Fall 2021</td>
<td></td>
</tr>
<tr>
<td>CRJ 3350</td>
<td>Corrections</td>
<td>PLAN</td>
<td>(4)</td>
<td>Fall 2021</td>
<td></td>
</tr>
<tr>
<td>CRJ 4740</td>
<td>Constitutnl Crml Procedure</td>
<td>PLAN</td>
<td>(4)</td>
<td>Winter 2022</td>
<td></td>
</tr>
<tr>
<td>MS 4011</td>
<td>Intrvw&amp;Interrogn Tnqs</td>
<td>PLAN</td>
<td>(3)</td>
<td>Winter 2022</td>
<td></td>
</tr>
<tr>
<td>CRJ 3400</td>
<td>Juvenile Delinquency&amp;Justc</td>
<td>PLAN</td>
<td>(4)</td>
<td>Spring/Summer 2023</td>
<td></td>
</tr>
<tr>
<td>MS 5011</td>
<td>ForensicFirarms Blstcs Expls</td>
<td>PLAN</td>
<td>(4)</td>
<td>Spring/Summer 2023</td>
<td></td>
</tr>
</tbody>
</table>
Deleting a plan—There are two various ways to delete a plan:

a. Clicking Delete plan on the plan tab.

b. Clicking on Plan List and then selecting the “Trash Can” icon next to the plan you would like to delete.
Creating an Academic Plan - from a template

To Create a Template Plan

1. Begin by logging into Degree Works.
2. Enter either the Access ID or the Banner ID number into the Student ID field.
3. Select the Plans tab near the top left of the page.
   a. If a plan exists, the page will default to the Active Plan, you can create a new plan by selecting, “New Plan” in the upper right corner.
   b. If a plan does not exist, you will be prompted to create one. (In this example, a plan has not yet been created).
   c. Select “Select Template”

1. Please select a term to serve as your starting term for this plan (i.e. Fall 2021)
2. Click on the Template Description or use the “Search Templates” box
3. Click on the blue hyperlink for the template you plan on using.
4. The template will then be uploaded into the student’s plan.
5. Make any updated changes on the plan as necessary.
6. Click on the “pencil” icon to edit the plan to make it “Active and Locked’.
7. Click on Save

NOTE: If you would like to use templates for your program please make sure to email degreeaudit@wayne.edu to make sure we have your updated template in the system.