



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.



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- 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.

The screenshot shows the academic planning interface. On the left is a sidebar titled "Still Needed" with a list of courses including "General Education Comp...", "General Education Inquir...", "Major in Criminal Justice", "Corrections", "Criminological Theor...", "Constitutional Crimi...", "The Judicial Process ...", "Minor in Forensic Investi...", "Investigation", "Criminalistics", "Interview and Interr...", "Forensic Investigatio...", and "Forensic Laboratory ...". The main area displays three terms: "Fall 2021" (ON-TRACK, Credits: 0.0), "Winter 2022" (Credits: 0.0), and "Sp/Su 2023" (Credits: 0.0). Each term has a plus sign in a box below it. An "ADD TERM" button is in the top right. Two arrows point to the "ADD TERM" button and the plus signs.

(Terms will appear here).

- 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



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and dropping).

ADD TERM

Fall 2021 OFF-TRACK Credits: 7.0

Winter 2022 Credits: 7.0

Sp/Su 2023 Credits: 8.0

CRJ 3350 Credits: 4.0

CRJ 3260 Credits: 3.0

CRJ 4740 Credits: 4.0

MS 4011 Credits: 3.0

CRJ 3400 Credits: 4.0

MS 5011 Credits: 4.0

Drop Courses here

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.

Fall 2021 OFF-TRACK Credits: 6.0

- Delete this term
- Reassign this term

MS 5011 Credits: 4.0

- Edit this requirement More
- Delete this requirement
- Reassign this requirement



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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



Term	Course	Credits	Status
Fall 2021	CRJ 3350	4.0	OFF-TRACK
Fall 2021	CRJ 3260	3.0	WARNING
Winter 2022	CRJ 4740	4.0	
Winter 2022	MS 4011	3.0	
Sp/Su 2023	CRJ 3400	4.0	
Sp/Su 2023	MS 5011	4.0	

- 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 the Still Needed tab.
- Pick the requirement needed and proceed to the next steps



New Requirement ✕

Requirement type
Choice

Term *
Winter 2022

Critical Honors

Choice requirement Add

@@ Attribute
Social Inquiry

[Add a paired course or lab](#)

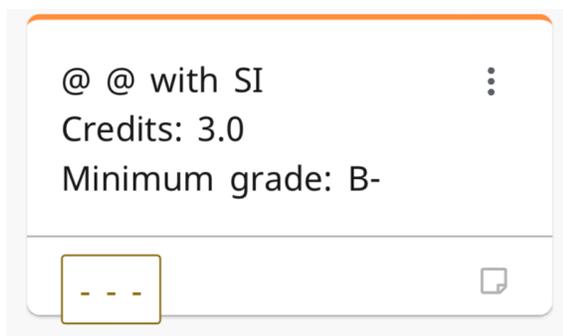
Credits
3

Pointer

Minimum grade
B-

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



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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.

The screenshot displays a student plan interface with three terms: Fall 2021, Winter 2022, and Sp/Su 2023. The Fall 2021 term is marked as 'OFF-TRACK' and has a 'WARNING' label. A red box highlights the 'OFF-TRACK' label, and a black arrow points to it. Another black arrow points to a notepad icon on the right side of the CRJ 3260 course entry. The interface includes a sidebar with 'Still Needed' requirements and an 'ADD TERM' button in the top right corner.

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

Term Notes



There are no notes.

ADD A NEW NOTE

- For a course/requirement the following pop up window will display

Requirement Notes



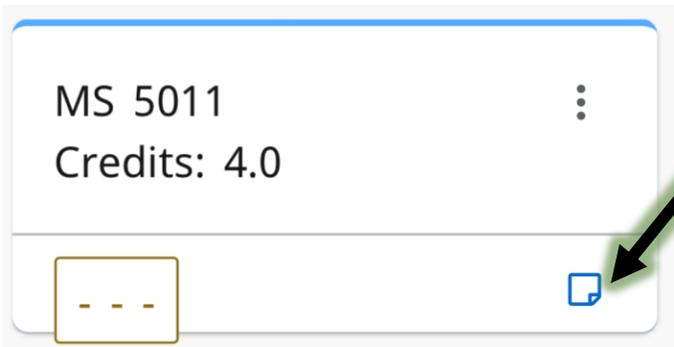
There are no notes.

ADD A NEW NOTE

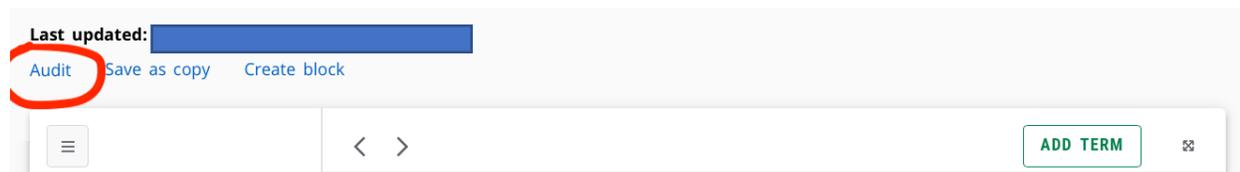


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- d. Click on Add A New Note for the desired section
- e. Type desired not and click on Save Note
- f. Once note have been saved the notepad icon will display blue indicating a new note has been made.



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.



Planner Audit

Student name [Redacted]	Degree progress
Plan description Graduation Plan	72% Requirements
	65% Credits
	Overall GPA 3.15

Degree Bachelor of Science in Criminal Justice	Level Undergraduate	Classification Junior	Major Criminal Justice
Minor Forensic Investigation and Policing	Program BS in Criminal Justice	College Liberal Arts & Sciences	



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Major in Criminal Justice

INCOMPLETE

Catalog year: Fall 2019 GPA: 2.88

Course	Title	Grade	Credits	Term	Repeated
CRJ 1010	Intro: Criminal Justice	A-	3	Fall 2019	
CRJ 3200	Police & Society	A-	4	Winter 2020	
CRJ 3350	Corrections	PLAN	(4)	Fall 2021	
CRJ 3550	Rsch Mthds in Crim Just	B-	4	Fall 2020	
Still needed: 1 Class in CRJ 3800					
CRJ 4740	Cnstitutnl Crmnl Procedur	PLAN	(4)	Winter 2022	
CRJ 3400	Juvenile Delinquency&Justc	PLAN	(4)	Spring/Summer 2023	
CRJ 2550	Race, Crime and Justice	A-	3	Fall 2019	
SOC 2204	Outsiders&Deviants	D-	3	Fall 2020	
CRJ 2650	Gender & Crime	B-	3	Fall 2020	
GSW 2750	Diversity Iss: Crim Justce	B	3	Fall 2020	

Preregistered

Credits applied: 22 Classes applied: 6

Course	Title	Grade	Credits	Term	Repeated
CRJ 3260	Investigation	PLAN	(3)	Fall 2021	
CRJ 3350	Corrections	PLAN	(4)	Fall 2021	
CRJ 4740	Cnstitutnl Crmnl Procedur	PLAN	(4)	Winter 2022	
MS 4011	Intrvw&Interrogn Tnqs	PLAN	(3)	Winter 2022	
CRJ 3400	Juvenile Delinquency&Justc	PLAN	(4)	Spring/Summer 2023	
MS 5011	Forensic:Firarms Bllstcs Expls	PLAN	(4)	Spring/Summer 2023	



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Deleting a plan-There are two various ways to delete a plan

a. Clicking Delete plan on the plan tab

This screenshot shows the top navigation area of the system. A blue bar contains the text "Last updated:" followed by a redacted area. Below this bar are four tabs: "Audit", "What-If", "Delete plan", and "Save as copy". The "Delete plan" tab is circled in red, and a black arrow points to it from the top right. Below the tabs is a sidebar with a "Requirements" section containing "Choice" and "Course" items, each with a plus sign. To the right of the sidebar, the text "Fall 2021" is followed by a blue square icon, a red "OFF-TRACK" label, and the number "6.0".

b. Clicking on Plan List and then selecting the "Trash Can" icon next to the plan you would like to delete.

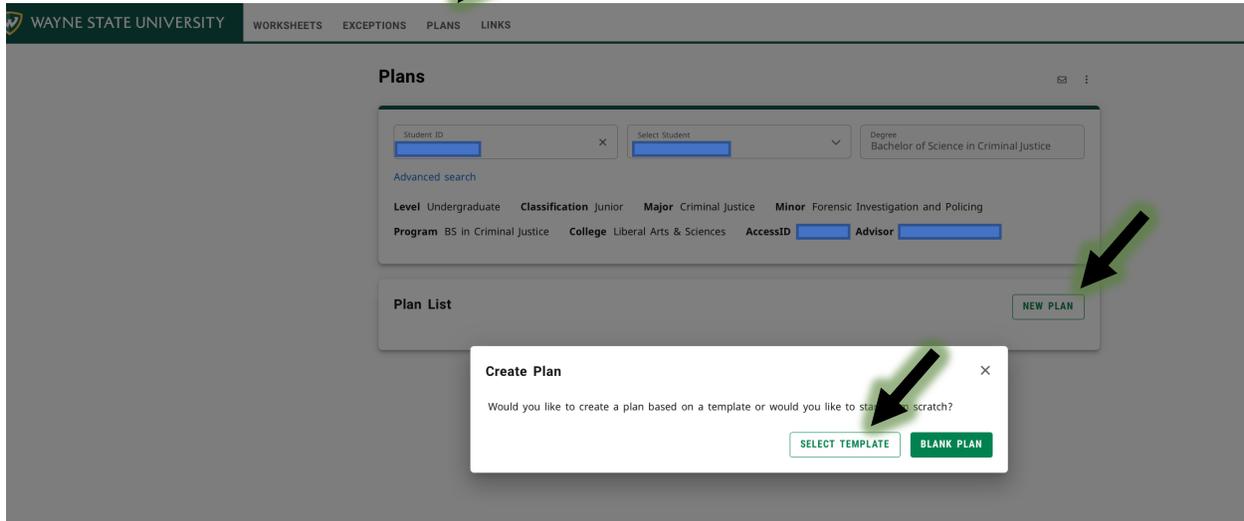
This screenshot shows the "Plan List" interface. At the top, there is a header "Graduation Plan" with edit and share icons. To the right are two buttons: "PLAN LIST" and "NEW PLAN". Below the header, the following information is displayed: "Degree Bachelor of Science in Criminal Justice", "Level Undergraduate", "Active Yes", "Status Locked", and "Tracking Status OFF-TRACK". Below this is a "Plan List" section with a "NEW PLAN" button. The list has the following columns: "Description", "Active", "Modified" (with a downward arrow), "Who", "Degree", "Level", "Status", and an icon column. The first row in the table is "Graduation Plan", "Yes", a redacted "Modified" value, a redacted "Who" value, "BSCRJ", "UG", "Locked", and a trash can icon. A black arrow points to the trash can icon from the bottom right.

Description	Active	Modified ↓	Who	Degree	Level	Status	
Graduation Plan	Yes	[REDACTED]	[REDACTED]	BSCRJ	UG	Locked	



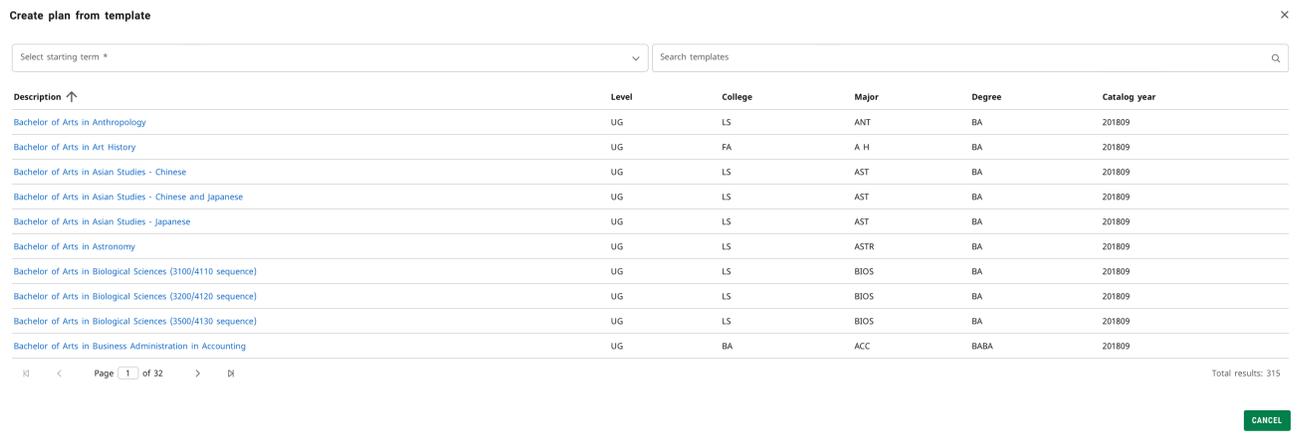
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Creating an Academic Plan-from a template



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



Create plan from template

Select starting term *
Fall 2021

Search templates
criminal justice

Description ↑	Level	College	Major	Degree	Catalog year
Bachelor of Science in Criminal Justice	UG	LS	CRJ	BSCRJ	201809

Page 1 of 1

Total results: 1

CANCEL

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

Bachelor of Science in Criminal Justice  

PLAN LIST **NEW PLAN**

Degree Bachelor of Science in Criminal Justice
Level Undergraduate

Active No | **Status** Not locked | **Tracking Status** NOT DISPLAYED, PLAN IS NOT ACTIVE

Last updated: Miller, Sharmere N on 11/15/2021

[Audit](#) [What-If](#) [Delete plan](#) [Save as copy](#) [Create block](#)

Still Needed

General Education Inquir...
Minor in Forensic Investi...
Investigation >
Criminalistics
Interview and Interr...
Forensic Investigation >
Forensic Laborator...

Fall 2021 Credits: 16.0
Winter 2022 Credits: 14.0
Fall 2022 Credits: 14.0

ENG 1020 Credits: 3.0
COM 1010 Credits: 3.0
ARB 1010 or CHI 1010 or FRE 1010 or GER 1010 or GKA 1010 or HEB 1010 or ITA 1010 or JPN 1010 or LAT 1010 or POL 1010 or RUS 1010 or SPA 1010 or SWA 1010 or UKR 1010 or GKM 1010 Credits: 4.0
@@ with SI Credits: 3.0
@@ with OF

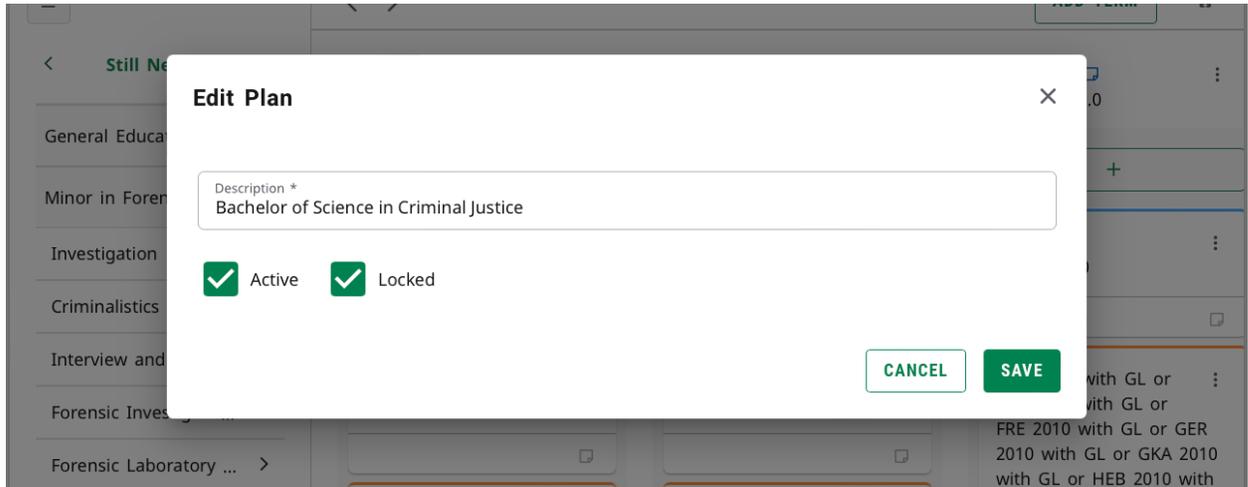
@ @ with IC Credits: 3.0
@ @ with DEI Credits: 3.0
ARB 1020 or CHI 1020 or FRE 1020 or GER 1020 or GKA 1020 or HEB 1020 or ITA 1020 or JPN 1020 or LAT 1020 or POL 1020 or RUS 1020 or SPA 1020 or SWA 1020 or UKR 1020 or GKM 1020 Credits: 4.0
@ @ with CIV Credits: 4.0

CRJ 1010 Credits: 3.0
ARB 2010 with GL or CHI 2010 with GL or FRE 2010 with GL or GER 2010 with GL or GKA 2010 with GL or HEB 2010 with GL or ITA 2010 with GL or JPN 2010 with GL or LAT 2010 with GL or POL 2010 with GL or RUS 2010 with GL or SPA 2010 with GL or SWA 2010 with GL or UKR 2010 with GL or GKM 2010 with GL Credits: 4.0
@ @ with NSIL Credits: 4.0
@ @ with SI

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"



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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.