

CREATING AN ACADEMIC PLAN

Along with your advisor, you can use the Academic Plan in Degree Works to create a term-by-term layout of the courses needed to complete your degree requirements.

Step 1: Begin by clicking on the *Plans* tab, when prompted, select *Blank Plan*.

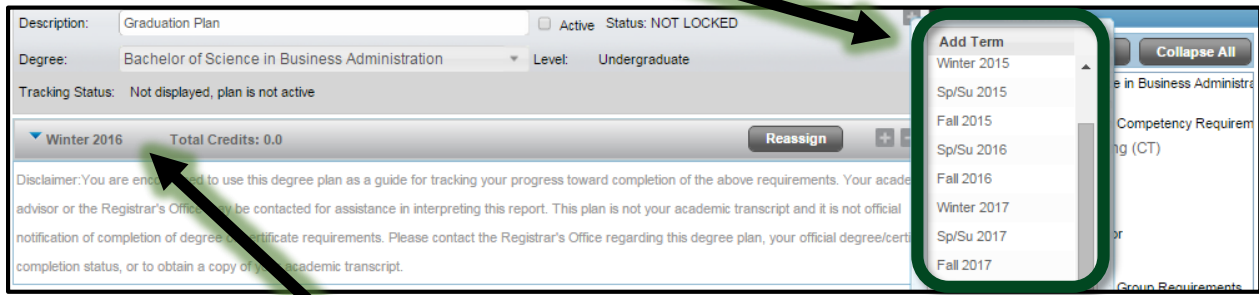
The screenshot shows the Wayne State University Degree Works interface. At the top, there is a navigation bar with 'Help', 'Print', and 'Log Out' options. Below this is a header section with fields for 'Student ID', 'Access ID', 'Name', 'Degree' (BSBA), 'Major' (Finance), 'Classification' (Senior), and 'Last Audit' (08/05/2015). A 'Plans' tab is highlighted in a green box. Below the header, there is a 'Student Planner for' section with a 'View: Select' dropdown and a 'New Plan' button. A 'List of plans' section has a 'Delete' button. A 'Create Plan' dialog box is open in the center, asking 'Would you like to create a plan based on a template or would you like to start from scratch?'. The 'Blank Plan' button is highlighted in a green box.

Step 2: Enter a *Description*.

Step 3: Expand the requirements in the *Still Needed* area.

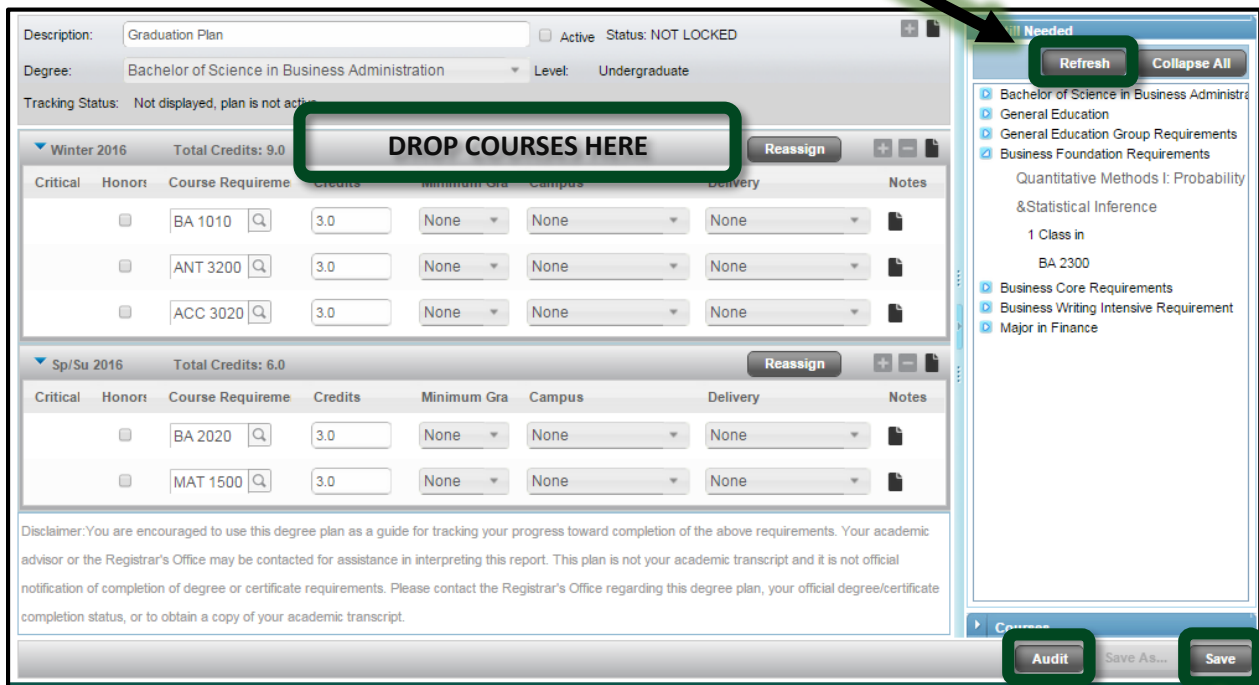
The screenshot shows the Wayne State University Degree Works interface. At the top, there is a navigation bar with 'Worksheets' and 'Plans' tabs. Below this is a header section with fields for 'Student Planner for', 'View: Edit', 'View Plan List', and 'New Plan'. A 'Description' field is highlighted in a green box and contains the text 'Graduation Plan'. Below the description, there are fields for 'Degree' (Bachelor of Science in Business Administration) and 'Level' (Undergraduate). A 'Tracking Status' field shows 'Not displayed, plan is not active'. A disclaimer is displayed below the tracking status. A 'Still Needed' area is expanded on the right side, showing a list of requirements: 'Bachelor of Science in Business Administration', 'General Education', 'General Education Competency Requirement', 'Critical Thinking (CT)', '1 Class in', 'BA 1010 or', 'COM 2110 or', 'PHI 1050', 'General Education Group Requirements', 'Business Foundation Requirements', 'Business Core Requirements', 'Business Writing Intensive Requirement', and 'Major in Finance'. The 'Still Needed' area is highlighted in a green box.

Step 4: Add as many terms as you intend to plan.



(Terms will appear here).

Step 5: Drag and drop courses from the Still Needed section into the grey bar of your planned terms.
(TIP: Refresh the Still Needed area as you add courses to your plan).



Step 6: Save.

Step 7: Run a new Audit.

Your planned courses will appear in your Audit. Review your audit thoroughly prior to registration to ensure all planned courses will go toward your degree requirements.

NOTE: Planning courses is not the same as registering. You will still need to register during the registration period. Additionally, planned courses will not appear in the Worksheets tab.

Plan Audit						
General Education Competency Requirements						
✓ Basic Composition (BC)	ENG 1020	(BC)INTRO CLLG WRTG	TRB	3	Winter 2014	
	Satisfied by	ENG131 - (BC) COMPOSITION - HENRY FORD CMTY COLL				
✓ Intermediate Composition (IC)	ENG 2XXX	ENG LEVEL 2000	TRB	3	Winter 2014	
	Satisfied by	ENG132 - (IC) COMPOSITION, CONT'D - HENRY FORD CMTY COLL				
✓ Mathematics Competency (MC)						
✓ Mathematics	MAT 1XXX	College Algebra	TRB	5	Winter 2014	
⊖ Critical Thinking (CT)	BA 1010	(CT)Crit Think:Consumers	PLAN	(3)	Winter 2016	
	This requirement can also be fulfilled by the Critical Thinking Competency Examination. Click here for more information.					
✓ Oral Communication (OC)	SPB 101	(OC)ORAL COMMUN: BASC	A	3	199106	
	This requirement can also be fulfilled by the Oral Communication Competency Examination. Click here for more information.					
General Education Group Requirements						
✓ American Society & Institutions (AI)	PS 1010	(AI)AMERICAN GVERNMENT	TRB	3	Winter 2014	
	Satisfied by	POLS131 - (AI)INTRO-AMER GOVT/POL - HENRY FORD CMTY COLL				
⊖ Historical Studies (HS)	ANT 3200	(HS)Lost Cty&Anc Civ	PLAN	(3)	Winter 2016	
✓ Life Science (LS)	BIO 1050	INTRO TO LIFE	TRA	4	Winter 2014	
	Satisfied by	BIO131 - (LL) INTRO BIOLOGY - HENRY FORD CMTY COLL				

The Academic Plan in Degree Works does not take prerequisites or special circumstances into consideration when adding courses, so working with your advisor is essential.