

On the DegreeWorks landing page (**Worksheets**), click on **Plans**.

ellucian®

Template Management Print Log Out

Find Student ID 888888888 Name Claire, Jones Degree BS Major Biology Classification Senior Last Audit Today

Worksheets Planner Plans Notes GPA Calc

Student Planner for: Claire, Jones New Plan

List of plans Delete Open

Create Plan

Would you like to create a plan based on a template or would you like to start from scratch?

Blank Plan Select Template

Click on **Blank Plan** to start from scratch [or **Select Template** to start with a template (\*\*we do not have templates made yet\*\*)]

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Find Student ID 888888888 Name Claire, Jones Degree BS Major Biology Classification Senior Last Audit Today

Worksheets Planner Plans Notes GPA Calc

Student Planner for: Claire, Jones New Plan

List of plans Delete Open

Create Plan

Would you like to create a plan based on a template or would you like to start from scratch?

Blank Plan Select Template

Enter a title for the plan in **Description**. Select and add a term to start planning by clicking the **+** button.

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Template Management Print Log Out

Find Student ID 001215614 Name Shipp, Simon Degree BS Major Mathematics Classification Sophomore Last Audit Today

Worksheets Planner Plans Notes GPA Calc

Student Planner for: Shipp, Simon View Plan List New Plan

Description: [Empty] Active Locked

Degree: Bachelor of Science Level: Undergraduate

Tracking Status: Not displayed, plan is not active

Disclaimer: You are encouraged to use this degree plan as a guide for tracking your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This plan is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree plan, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

Still Needed

Refresh Collapse All

- Bachelor of Science Degree
- Degree Status
- Liberal Studies Program: Essential Skills
- Liberal Studies Program: Modes of Inquiry
- LSP: Interconnecting Perspectives
- Missouri Statute Requirement
- Major: Mathematics (BA/BS)
- Required Support & BS Requirements: M
- 63 Hours LAS coursework
- 40 Credits in Upper Level Course Requirement

Courses

Audit What-If Delete Save As... Save

Once a term is added, you are able to drag courses from the **Still Needed** (or from the **Courses**) sidebar and drop them in the desired term when the dragged box has a blue checkmark.

The screenshot shows the ellucian Student Planner for Shipp, Simon. The main area displays a plan for graduation for a Bachelor of Science degree in Mathematics. A term for Fall 2018 is selected, showing a total of 0.0 credits. A course requirement for STAT 190 is highlighted with a blue checkmark and a red arrow pointing to it. Another red arrow points to the 'Still Needed' sidebar on the right, which lists various requirements including Bachelor of Science Degree, Degree Status, and Liberal Studies Program: Essential Skills Statistics. The sidebar also shows a list of classes for STAT 190 or STAT 290, and a section for Personal Well Being with two options for Lifetime Health and Fitness classes.

After the course is dropped in the term, it will look like this. Continue to add courses to the term as desired.

To add notes, click on the picture of the paper, underneath **Notes**.

The screenshot shows the ellucian Student Planner for Shipp, Simon. The main area displays a plan for graduation for a Bachelor of Science degree in Mathematics. A term for Fall 2018 is selected, showing a total of 3.0 credits. A table lists the course requirements for STAT 190, with columns for Critical, Course Requirement, Credits, Minimum Grade, Campus, Delivery, and Notes. A red arrow points to the Notes column, which contains a small icon of a piece of paper. The 'Still Needed' sidebar on the right lists various requirements including Bachelor of Science Degree, Degree Status, Liberal Studies Program: Modes of Inquiry, LSP: Interconnecting Perspectives, Missouri Statute Requirement, Mathematics (BA/BS), Missouri Statute Requirement & BS Requirements: M, 63 Hours LAS coursework, and 40 Credits in Upper Level Course Requirement.

The **Notes** screen looks like this. Click on **Add Note** to put in desired comments.

The screenshot shows the ellucian interface with a 'Notes' modal window open. The modal title is 'Notes' and it indicates 'Notes attached to: BIOL 353'. Below the title is a table with columns: Note, Author, Copied, and Modified. The table is currently empty. To the right of the table is an 'Add Note' button, which is highlighted with a red arrow. There are also 'Edit Selected Note', 'Cancel', and 'Done' buttons. The background shows the 'Student Planner' for Claire, Jones, with a description 'Plan for Graduation' and a degree of 'Bachelor of Science'. A list of courses is visible on the right side of the background interface.

To run an audit of the current plan, click on **Audit**.

The screenshot shows the ellucian interface with the 'Audit' button highlighted by a red arrow. The interface displays the 'Student Planner' for Claire, Jones, with a description 'Plan for Graduation' and a degree of 'Bachelor of Science'. The 'Audit' button is located at the bottom right of the interface. The background shows the 'Student Planner' with a table of course requirements for BIOL 353, including columns for 'Critical', 'Course Requirement', 'Credits', 'Minimum Grade', 'Campus', 'Delivery', and 'Notes'. A list of courses is visible on the right side of the background interface.

This is the **Audit** screen. The course that is in the plan is shown in blue with parentheses around it.

The screenshot shows the 'Plan Audit' window for Claire Jones, a Senior Biology major. The window displays a list of required courses and their status. The course BIOL 353 is highlighted in blue and has '(BIOL 353)' next to it, indicating it is in the plan. A red arrow points to this entry. Other courses listed include POL 011 (T), BIOL 108, BIOL 145, BIOL 200, BIOL 300, BIOL 301, and BIOL 315. The window also shows the major requirement met (30 credits) and the major GPA (2.96).

To run a **What-If** scenario, click on **What-If**.

The screenshot shows the 'What-If' screen for Simon Shipp, a Sophomore Mathematics major. The screen displays a list of 'Still Needed' courses, including Bachelor of Science Degree, Degree Status, Liberal Studies Program: Essential Skills, Liberal Studies Program: Modes of Inquiry, LSP: Interconnecting Perspectives, Missouri Statute Requirement, Major: Mathematics (BA/BS), Required Support & BS Requirements: M, 63 Hours LAS coursework, and 40 Credits in Upper Level Course Require. A red arrow points to the 'What-If' button at the bottom right of the screen.

This is the **What-If** screen. You may select a variety of criterion to do scenarios with.

The screenshot shows the 'What-If Selected Criteria' dialog box for Claire Jones. The dialog box has a title bar and a 'Close' button. It contains four dropdown menus: 'Academic Year' (set to 2015-2016 (2016)), 'Level', 'Degree', and 'Major'. There is an 'Add Another Field' button below the dropdowns. At the bottom of the dialog box, there are 'Clear', 'Cancel', and 'Run Audit' buttons. A red arrow points to the 'Run Audit' button.

An advisor may lock a plan by clicking on the checkbox next to **Locked** and then clicking **Save**.

Template Management | Print | Log Out

Find Student ID: 001215614 | Name: Shipp, Simon | Degree: BS | Major: Mathematics | Classification: Sophomore | Last Audit: Today

Worksheets | Planner | Plans | Notes | GPA Calc

Student Planner for: Shipp, Simon | View Plan List | New Plan

Description: Plan for Graduation |  Active |  Locked | Degree: Bachelor of Science | Level: Undergraduate

Tracking Status: Not displayed, plan is not locked

Fall 2018 | Total Credits: 3.0 | Reassign | Delete this term

Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	STAT 190	3.0	None	None	None	

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Still Needed

- Bachelor of Science Degree
- Degree Status
- Liberal Studies Program: Essential Skills
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- Missouri Statute Requirement
- Major: Mathematics (BA/BS)
- Required Support & BS Requirements: M.
- 63 Hours LAS coursework
- 40 Credits in Upper Level Course Require

Courses

Last updated by: Harden, Brittany A on 17-Apr-2018 | Audit | What-If | Save