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

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Template Management	Print	Log Out				
Find Student ID H Name H ØE 888888888 Claire, Jones BS BS Worksheets Planner Plans	Classification Last Audit Senior Today					
Worksheets Format: History View Process N	Include in-progress classes Class History Include preregistered classes					
What If						
Look Ahead						

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

ellucian。			
Template Mana	igement	Print	Log Out
Find Student ID II II Name III	Degree Major	Classification Last Audit	5
888888888888888888888888888888888888	BS Biology	Senior 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.

Find Student ID H Name H Image: Notes Sophomore Sophomore Worksheets Planner Plans Notes GPA Calc Werksheets Planner Plans Notes GPA Calc Werksheets Planner Plans Notes GPA Calc Werksheets View Plan List Net Plans Notes GPA Calc View Plan List Net Plans Signature Signature Signature Signature Not displayed, plan is not active Signature Signature<	Find Student ID H Name H BS Mathematics Sophomore Ident Planer Plans Notes GPA Calc Image: Sophomore Ident Planer for: Shipp, Simo Clearstification Description: Active Description: Active Description: Image: Clearstification Disclaimer You are encouraged to use this degree plan as a guide for tracking your progress toward completion of degree or certificate requirements. Please contact the Registrar's Office may be contacted for assistance in interpreting Disclaimer You are encouraged to use this degree plan as a guide for tracking or your academic transcript.	Audit day 🗭 Kative Locked Level: Undergraduate quirements. Your academic advisor or the Registrar's Office may b ments. Please contact the Registrar's Office regarding this degree	e contacted for assistance in interpreting plan, your official degree/certificate	View Plan List New Plan till Needed Refresh Collapse All Jachelor of Science Degree Joeral Studies Program: Essential Skill Joeral Studies Program: Modes of Inqu SP: Interconnecting Perspectives
Description: Descr	Description: Descr	Active Locked Level: Undergraduate quirements. Your academic advisor or the Registrar's Office may b ments. Please contact the Registrar's Office regarding this degree	e contacted for assistance in interpreting plan, your official degree/certificate	htll Needed Collapse All Bachelor of Science Degree Degree Status Joeral Studies Program: Essential Skill Joeral Studies Program: Modes of Inqu SP: Interconnecting Perspectives
	O s hours LAs coursework O 40 Credits in Upper Level Course Req		E 🖸 F	Alissouri Statute Requirement Aajor: Mathematics (BA/BS) Required Support & BS Requirements:

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.

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Template Management	Print	Log Out	
Find Student ID H Name H Degree Major 001215614 Shipp, Simon • BS • Mathematics	Classification Last Audit Sophomore Today		
Worksheets Planner Plans Notes GPA Calc			
Student Planner for: Shipp, Simon		View Plan List New F	Plan
Description: Plan for Graduation	Active 🗆 Locked	▼ Still Needed	
Degree: Bachelor of Science	Level: Undergraduate	Refresh Collapse	All
Tracking Status: Not displayed, plan is not locked		Bachelor of Science Degree Degree Status	-
▼ Fall 2018 Total Credits: 0.0 🚯	Reassign	Delete this term	ški
Disclaimer You are encouraged to use this degree plan as a quide for tracking your progress towar com	e contacted for assistance in interpreting 1 Class in		
this report. This plan is not your academic transcript and it is not official notification of completion of degree	e plan. vour official degree/certificate STAT 190 or		
completion status, or to obtain a copy of your academic transcript.	I STAT 290		
		Personal Well Being	
		Choose from 1 of the following:	
		1) Lifetime Health and Fitness	3
		2 Classes in	
		HLTH 195 and	
		HLTH 196	
		2) Lifetime Health and Fitness	\$
		2 Classes in	
		HLTH 198 and	-
		Courses	-
Last updated by: Harden, Brittany A on 17-Apr-2018		Audit What-If Delete Save As S	ave

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**.

ellucian.							
Template Management		Print	Lo	og Out			
Find Student ID H Name H Degree Major Image: Output Shipp, Simon	Classification Last Aud atics Sophomore Today	it 🕑					
Worksheets Planner Plans Notes GPA Calc Student Planner for: Shipp, Simon				View Plan List New Plan			
Description: Plan for Graduation		Active 🗍 Locked	IDE	▼ Still Needed			
Degree: Bachelor of Science	* Le	vel: Undergraduate		Refresh Collapse All			
Tracking Status: Not displayed, plan is not locked				 Bachelor of Science Degree Degree Status 			
Fall 2018 Total Credits: 3.0		Reassign	Delete this term	 Liberal Studies Program: Essential Skills Liberal Studies Program: Modes of Inquiry 			
Critical Course Requirement Credits	Minimum Grade Campus	Delivery	Notes	LSP: Interconnecting Perspectives Missouri Statute Requirement			
STAT 190 Q 3.0	None · None	* None	· · · ·	matics (BA/BS)			
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				Courses			
Last updated by: Harden, Brittany A on 17-Apr-2018			Audit What	t-If Delete Save As Save			
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The **Notes** screen looks like this. Click on **Add Note** to put in desired comments.

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Template Management Find Student ID H Name H Degree Major Image: Seasessess colspan="2">Claire, Jones •	Print Classification Last Audit Senior Today	Log Out
Worksheets Planner Plans Notes GPA Calc Student Planner for: Claire, Jones		View Plan List New Plan
Description: Plan for Graduation Degree: Bachelor of S Notes Tracking Statue: Net directand	Active 🗆 Locked	E - Still Needed
Interview Notes attached to: BIOL 353 Fall 2018 Total C Critical Course Requireme BIOL 353 Note	Author Copied Modifie	Edit Selected Note Add Note 343 Oceanography 345 Intro to Mathematical 349 We/Writing About Bix 353 Pathophysiology 364 Invertebrate Zoology 365 Human Ecology 364 Invertebrate Zoology 365 Human Anatomy Lab 370 Interdiation & A 381 Internship 382 Internship 384 Internship 385 Human Anatomy Lab 370 Interdiation & A 380 Rhetoric & Medicine 391 Internship 392 Internship 393 Plant Physiology with 413 Biology Research II 424 Medical Microbiology 435 Biology Research II 436 Biology Research II 437 Biology Research II 438 Biology Research II 439 Biology Research II 439 Biology Research II 430 Biology Research II 431 Biology Research II 432 Biology Research II
Last updated by: Harden, Brittany A on 11-Apr-2018		Audit What-If Delete Save As Save

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

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Template Management	Print			Log Out				
Find Student ID H Name H 021 888888888 Claire, Jones Degree Major Classification 1 Claire, Jones 1 Bool Senior Today								
Worksheets Planner Plans Notes GPA Calc								
Student Planner for: Claire, Jones View Plan List New Plan								
Description: Plan for Graduation	Active 🗌 Locked		I 🗉 🖬 🖬	• Still Need	led			
Degree: Bachelor of Science	 Level: Undergraduate 			Courses				
Tracking Status: Not displayed plan is not locked Collapse All								
				Course	# Title			
Fall 2018 Total Credits: 3.0		Reassign	Delete this term	BIOL	343 Oceanography 🔺			
Critical Course Requirement Credits Minimum Grade	Campus	Delivery	Notes	BIOL	345 Intro to Mathematical			
orano orano requirement	oumpus	benneny	110125	BIOL	349 WE/Writing About Bic			
BIOL 353 Q 3.0 None	* None *	None	· · ·	BIOL	353 Pathophysiology			
				BIOL	362 Embryology & Dev Bi			
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								
	BIOL	265 Human Anatomy						
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 BIOL 305 Human Anatomy Lab. Human Anatomy Lab.								
completion status, or to obtain a copy of your academic transcript.								
				BIOL	380 Rhetoric & Medicine			
				BIOL	391 Internship			
				BIOL	392 Intern: Evaluation & A			
				BIOL	404 Medical Microbiology			
				BIOL	405 Plant Physiology with			
				BIOL	441 Biology Research I			
				BIOL	442 Biology Research II			
				BIOL	443 Biology Research III			
				BIOL	444 Independent Studies 🖕			
		_						
Last updated by: Harden, Brittany A on 11-Apr-2018			Audit Wi	hat-lf Del	ete Save As Save			

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

	Template Management	Print	Log Out
Find Student ID I	A Name ► ► Degree Major	Classification Last Audit	
888888888 Cl	aire, Jones • BS • Biology	Senior Today	
Worksheets Plan	ner Plans Notes GPA Calc		
Student Planner for: Claire,	Jones		View Plan List New Plan
Description: Plan for @	radiustion		
Degree: Bachelo	Plan Audit		*
begree. Bashold			GPA: 0.00 Collapse All
Tracking Status: Not disp	Missouri Statute	POL 011 (T)	
▼ E-11 2049 T	-		Cotolog Termy 2014 2015 Credite Required: 20
Oritical Course Desirie	Major: Biology (BS)		GPA: 2.96 Credits Applied: 26 Intro to Mathematical
Critical Course Require	30 Credits in major requirement met		WE/Writing About Bic
BIOL 353	Major 15 Credits in residence		Pathophysiology
	Major CDA 2.0 or bighor		Embryology & Dev Bi
Disclaimer: You are encoura			Human Ecology
this report. This plan is not	Introductory Biology II	BIOL 108	Human Anatomy
completion status, or to ob	V Freshman Biology	BIOL 145	Human Anatomy Lab
	Cell Biology	BIOL 200	Introduction to Bioinfo
	Genetics	BIOL 300	Rhetoric & Medicine
	Introduction to Ecology	BIOL 301	Intern: Evaluation & A
	🗸 Physiology or Plant Physiology	BIOL 315	Medical Microbiology
	Senior Biology Seminar	Still Needed: 1 Class in BIOL 545	Plant Physiology with
	Biology Major Electives	(BIOL 353), BIOL 441, BIOL 502, BIOL 518, BIOL 535	Biology Research I
			Cotolog Term: 2014 2015 Biology Research III
	Desuited Consert & DC Desuitements: Disland (DC)		Independent Studies
Last updated by: Harden, B	rittany A on 11-Apr-2018		Audit What-If Delete Save As Save

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

Template Management	Print	Log Out						
Find Student ID H Name H Degree Major Image: Im	Classification Last Audit Sophomore Today							
Student Planner for: Shipp, Simon		View Plan List New Plan						
Description: Plan for Graduation	✓ Active □ Locked	🗄 🖃 📄 🚺 🝸 Still Needed						
Degree: Bachelor of Science	Degree: Bachelor of Science Level: Undergraduate Collapse All							
Tracking Status: Not displayed, plan is not locked	Tracking Status: Not displayed, plan is not locked							
▼ Fall 2018 Total Credits: 3.0 3	Reassi	gn Delete this term						
Critical Course Requirement Credits Minimum C	arade Campus Delivery	Notes LSP: Interconnecting Perspectives						
STAT 190 Q 3.0 None	• None • None	Major: Mathematics (BA/BS)						
Disclaimer. You are encouraged to use this degree plan as a guide for tracking your progress towar this report. This plan is not your academic transcript and it is not official notification of completion o completion status, or to obtain a copy of your academic transcript.	d completion of the above requirements. Your academic advisor or the Registrar's Office r f degree or certificate requirements. Please contact the Registrar's Office regarding this d	 a 63 Hours LAS coursework 63 Hours LAS coursework 64 Ocredits in Upper Level Course Require 64 Ocredits in Upper Level Course Require 7 Courses 						
Last updated by: Harden, Brittany A on 17-Apr-2018		What-If Delete Save As Save						

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

	Template Ma	inagement				Print	Log Out	
Find Student ID	If I Name II	Degree	Major	Classification	Last Audit			
888888888	Claire, Jones	BS	 Biology 	Senior	Today			
Worksheets	Planner Plans Not	es GPA	Calc					
Student Planner for:	Claire, Jones						View	Plan List New Plan
Description:	What If Selected Criteria:						Close	riteria
Degree:	Academic Year	Ŧ	2015-2016 (2016)				•	Collapse All
Tracking Status:	Level	-						Conapse An
	Degree	_						
	Degree							hography A
	Major	Ŧ						Triting About Bic
ВЮ	Add Another Field							physiology
								yology & Dev Bi
Disclaimer: You are								ebrate Zoology
this report. This pla								an Anatomy
completion status							Clear Cancel Run Au	dit an Anatomy Lab
completion status,								Juction to Bioinfo
								ship
								Evaluation & /
								al Microbiology
								Physiology with
							What-If Criteria	gy Research I
								y Research III
								endent Studies
Last updated by: Ha	arden, Brittany A on 11-Apr-2018						Audit What-If Delete	Save As Save

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 H A Name H Degree Major	Classification Last Audit						
001215614 Shipp, Simon BS Mathematics	Sophomore Today						
Worksheets Planner Plans Notes GPA Calc							
Student Planner for: Shipp, Simon		View Plan List New Plan					
Description: Plan for Graduation	Active 🗆 Locked	🗄 🛃 📄 🖿 🔽 Still Needed					
Degree: Bachelor of Science Level: Undergraduate Collapse All							
Tracking Status: Not displayed, plan is not locked		Bachelor of Science Degree Degree Status					
▼ Fall 2018 Total Credits: 3.0 0	Reas	Delete this term Delete this term					
Critical Course Requirement Credits Minimum Gr	de Campus Delivery	Notes					
STAT 190 Q 3 3.0 None	 None 	Missouri Statute Requirement Major: Mathematics (BA/BS)					
		Required Support & BS Requirements: M.					
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completion status, or to obtain a copy of your academic transcript.							
		Courses					
Last updated by: Harden, Brittany A on 17-Apr-2018		Audit What-If Save					