

Student Education Plans

DegreeWorks helps students meet their academic goals by providing a degree audit, showing program and degree requirements, progress toward degree completion and 'what-if' options. The Student Education Plan allows students to map out required coursework to complete their degrees in a timely manner. Templates have been built for the various USI programs to help students get started. The templates list all required courses, suggested elective courses, and options for students to customize their degrees. Additional information is also included to help students reach their academic goals. All Plans must be approved and 'locked' by the academic advisor, and any changes to a locked Plan must be approved by the advisor. The instructions below help a student build a customized 4-year plan.

Building a NEW Plan

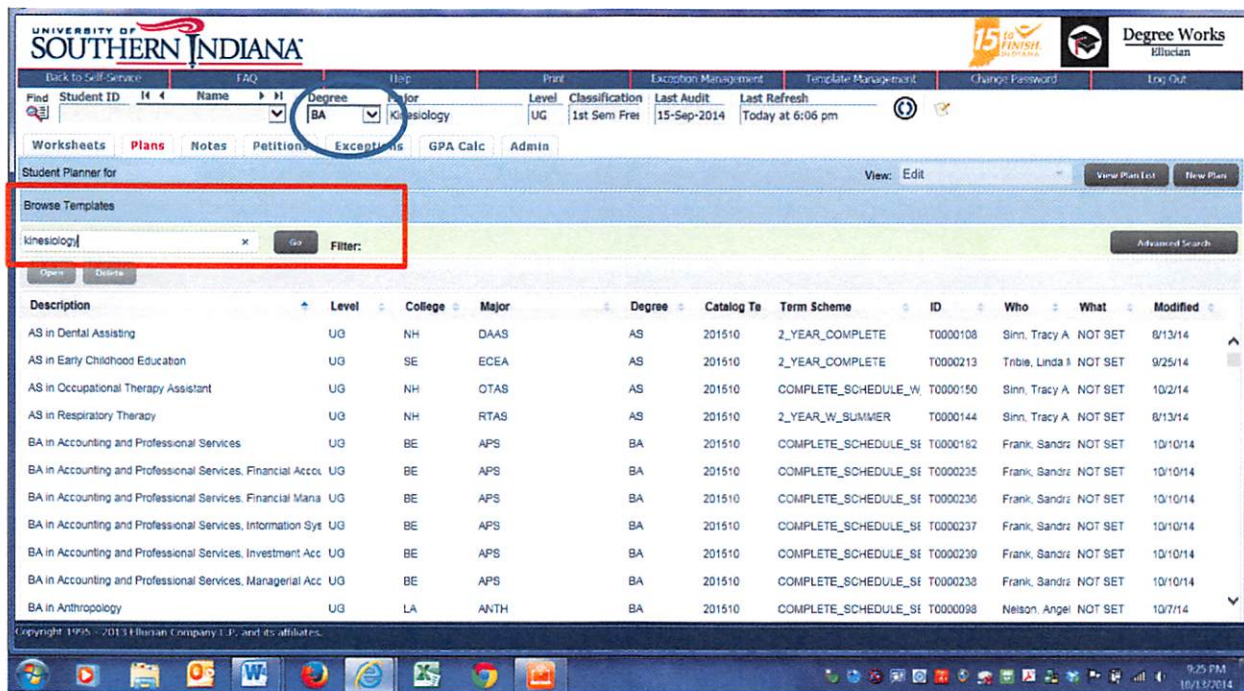
From the DegreeWorks audit, click on the Plans tab.

The screenshot shows the DegreeWorks interface for a student at the University of Southern Indiana. The 'Plans' tab is highlighted with a blue circle. The student's profile is displayed, showing they are a 1st Sem Freshman with an overall GPA of 4.000. The degree being audited is a Bachelor of Arts in Kinesiology. A 'University of Southern Indiana Test' section is also visible, showing the student's academic standing and graduation status. The interface includes various navigation options like 'Worksheets', 'Plans', 'Notes', 'Petitions', 'Exceptions', 'GPA Calc', and 'Admin'. The 'Plans' tab is currently selected, and the 'Student View' format is chosen. The 'Plans' section is currently empty, and the 'What If' section is also empty. The 'Look Ahead' section shows the student's overall GPA of 4.000. The 'Financial Aid' section shows the student's overall GPA of 4.000. The 'Ad History' section is empty. The 'Athletic Eligibility' section is empty. The 'Disclaimer' section is visible at the bottom of the page, stating that the degree audit is an unofficial document and is not official notification of completion of degree or certificate requirements. The 'Degree in Bachelor of Arts' section is also visible, showing the student's current degree program. The 'Bulletin Term' is set to Fall 2014, with 12000 credits required and 7000 credits applied. The interface is running on a Windows operating system, as indicated by the taskbar at the bottom.

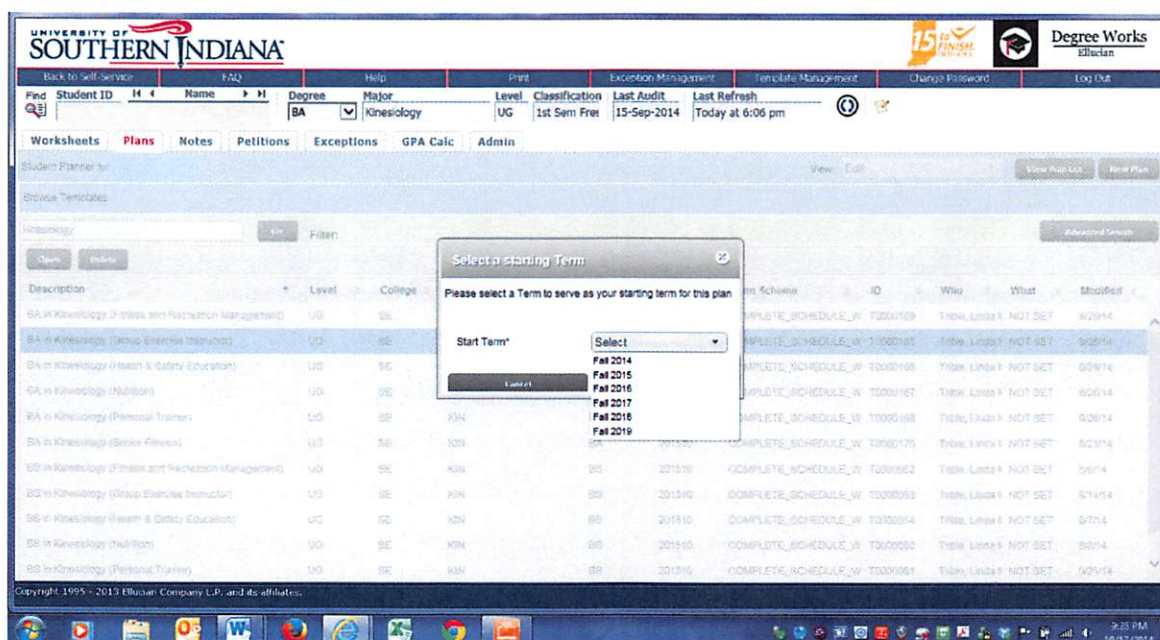
The prompt will ask if you want to create a plan based on a template or from scratch. Select Template.

The screenshot shows a 'Create Plan' dialog box with the following text: 'Would you like to create a plan based on a template or would you like to start from scratch?'. There are two buttons: 'Blank Plan' and 'Select Template'. The 'Select Template' button is circled in blue. The dialog box is titled 'Create Plan' and has a close button in the top right corner. The background is a blurred view of the DegreeWorks interface.

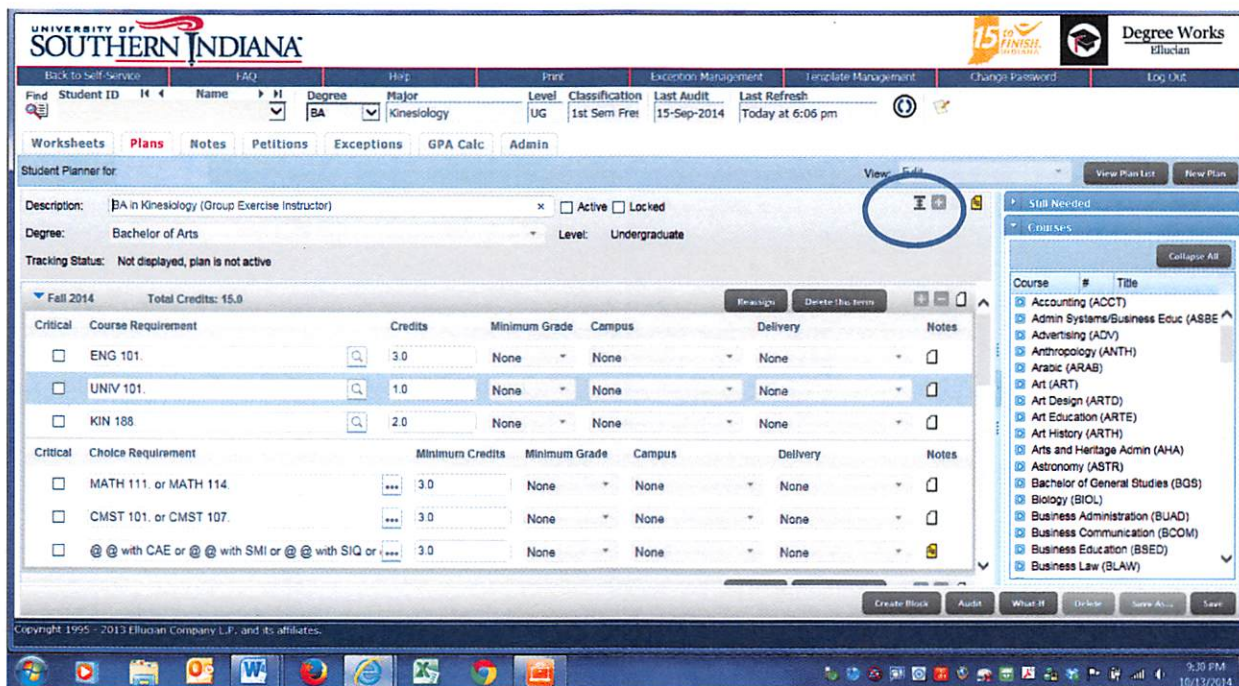
Select the appropriate template for your degree (BA, BS, BSE, etc.) and major. Pay particular attention to the **degree**. This is found in the header of the audit. The **Search** option may be used to filter the choices. If your major is a pre-major (pre-elementary education, pre-nursing, pre-criminal justice, etc.), select the actual major (elementary education, nursing, criminal justice, etc.) for the template. Double-click on the appropriate template. If there is a minor, concentration or emphasis that is included with the degree, select the appropriate option.



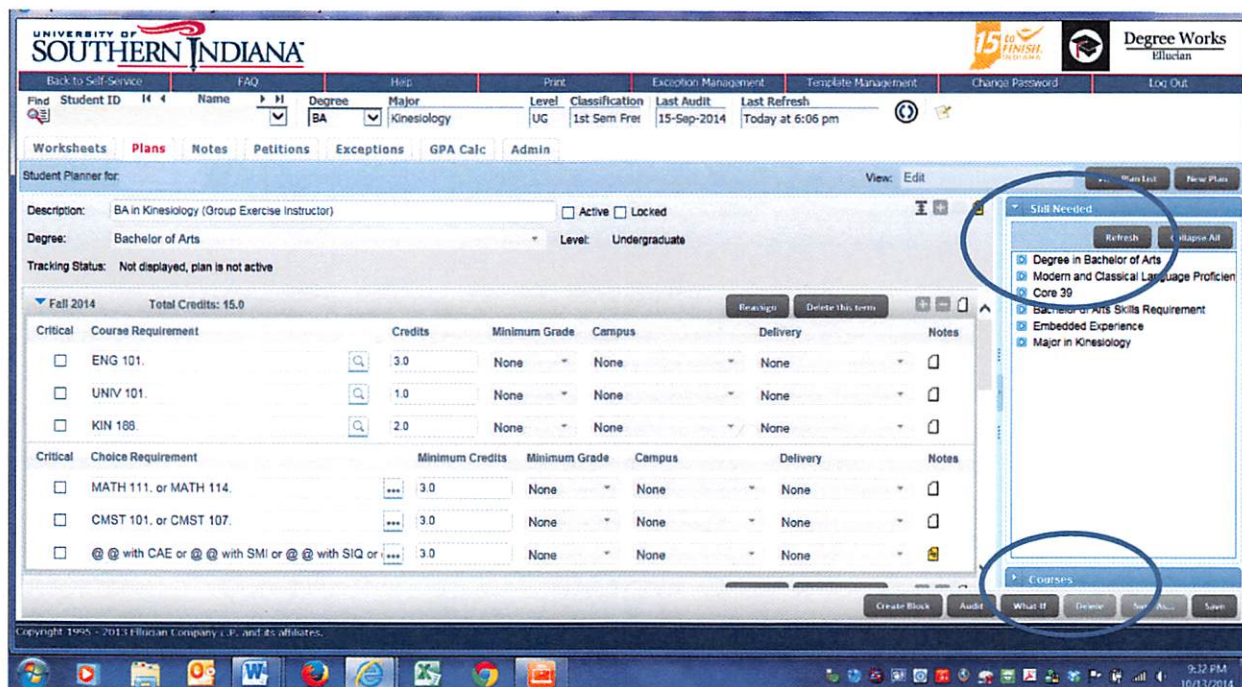
Select the starting term from the drop-down box; this is your first semester at USI. For first-semester freshmen, this will be the current term. Click OK.



The Plan template will open. The first two terms are expanded by default. You may expand all terms by clicking on the squiggly I icon at the top of the plan.



Before beginning to customize your plan, click on the Still Needed icon on the right sidebar. A list of courses not in the plan will appear. (If there are too many courses or options, you will need to refer to the bulletin.) Each of these courses must be included in your plan. After dragging a course from the Still Needed list to your template, refresh the Still Needed list to update. You may also use the Course search option, also show in the sidebar.

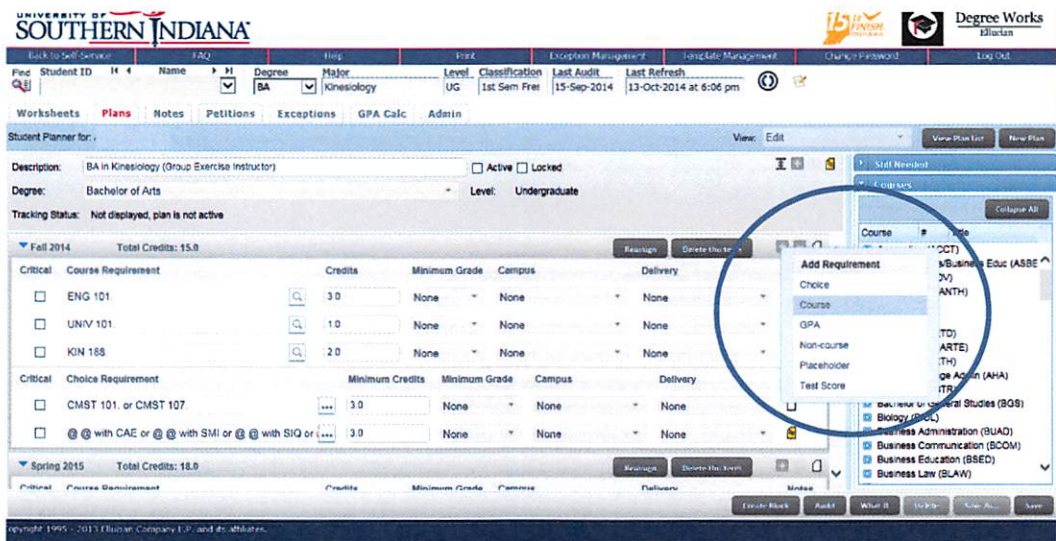


Review the template beginning with the initial term:

- Required courses:
 - If you are currently enrolled in a required course, you do not need to do anything.
 - If you plan to enroll in a required course the next (or later) semester, drag and drop the course to the appropriate term.



- If you are NOT currently enrolled in a required course, and an additional course is needed (for example, if the program requires MATH 114 and you are enrolled in MATH 100),
 - Drag the entered course to the next semester.
 - Click on the + sign in the term bar, then select Course;



- Enter the name of the course or requirement. **NOTE: a dot (or period) is required after the course number. For example, enter MATH 100. not MATH 100**
- Tab to the Credits box; the appropriate number of credits will be populated.
- If a minimum grade is required for your program or for the course, enter that value.

UNIVERSITY OF SOUTHERN INDIANA

15th Anniversary

Degree Works

Back to Self-Service | FAQ | Help | Print | Exception Management | Template Management | Change Password | Log Out

Find Student ID: 144 | Name: | Degree: BA | Major: Kinesiology | Level: UG | Classification: 1st Sem Freq | Last Audit: 15-Sep-2014 | Last Refresh: 13-Oct-2014 at 6:06 pm

Worksheets | Plans | Notes | Petitions | Exceptions | GPA Calc | Admin

Student Planner for: View: Edit | View Plan List | New Plan

Description: BA in Kinesiology (Group Exercise Instructor) | Active | Locked

Degree: Bachelor of Arts | Level: Undergraduate

Tracking Status: Not displayed, plan is not active

Fall 2014 Total Credits: 15.0

Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	ENG 101.	3.0	None	None	None	
<input type="checkbox"/>	UNV 101.	1.0	None	None	None	
<input type="checkbox"/>	KIN 188	2.0	None	None	None	
<input type="checkbox"/>	MATH 100		None	None	None	

Critical Choice Requirement

	Minimum Credits	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/> CMST 101. or CMST 107.	3.0	None	None	None	
<input type="checkbox"/> @ @ with CAE or @ @ with SMI or @ @ with SIQ or @ @	3.0	None	None	None	

Course List (Still Needed):

- Accounting (ACCT)
- Admin Systems/Business Educ (ASBE)
- Advertising (ADV)
- Anthropology (ANTH)
- Arabic (ARAB)
- Art (ART)
- Art Design (ARTD)
- Art Education (ARTE)
- Art History (ARTH)
- Arts and Heritage Admin (AHA)
- Astronomy (ASTR)
- Bachelor of General Studies (BGS)
- Biology (BIOL)
- Business Administration (BUAD)
- Business Communication (BCOM)
- Business Education (BSED)
- Business Law (BLAW)

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- If you already have credit for a requirement (through Dual Credit courses, transfer coursework, AP credits, etc.), remove that requirement by highlighting the course or choice and then click on the - sign in the term bar. You do not want this course appearing on your audit twice.

UNIVERSITY OF SOUTHERN INDIANA

15th Anniversary

Degree Works

Back to Self-Service | FAQ | Help | Print | Exception Management | Template Management | Change Password | Log Out

Find Student ID: 144 | Name: | Degree: BA | Major: Kinesiology | Level: UG | Classification: 1st Sem Freq | Last Audit: 15-Sep-2014 | Last Refresh: 13-Oct-2014 at 6:06 pm

Worksheets | Plans | Notes | Petitions | Exceptions | GPA Calc | Admin

Student Planner for: View: Edit | View Plan List | New Plan

Description: BA in Kinesiology (Group Exercise Instructor) | Active | Locked

Degree: Bachelor of Arts | Level: Undergraduate

Tracking Status: Not displayed, plan is not active

Fall 2014 Total Credits: 15.0

Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	ENG 101.	3.0	None	None	None	
<input type="checkbox"/>	UNV 101.	1.0	None	None	None	
<input type="checkbox"/>	KIN 188	2.0	None	None	None	

Critical Choice Requirement

	Minimum Credits	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/> MATH 111. or MATH 114.	3.0	None	None	None	
<input type="checkbox"/> CMST 101. or CMST 107.	3.0	None	None	None	
<input type="checkbox"/> @ @ with CAE or @ @ with SMI or @ @ with SIQ or @ @	3.0	None	None	None	

Course List (Still Needed):

- Accounting (ACCT)
- Admin Systems/Business Educ (ASBE)
- Advertising (ADV)
- Anthropology (ANTH)
- Arabic (ARAB)
- Art (ART)
- Art Design (ARTD)
- Art Education (ARTE)
- Art History (ARTH)
- Arts and Heritage Admin (AHA)
- Astronomy (ASTR)
- Bachelor of General Studies (BGS)
- Biology (BIOL)
- Business Administration (BUAD)
- Business Communication (BCOM)
- Business Education (BSED)
- Business Law (BLAW)

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- Choice courses with specific course options:
 - If options are available for a requirement (e.g., CMST 101 or CMST 107), click on the ellipsis box (...) to expand the options.

The screenshot shows the Degree Works interface for a student in the BA in Kinesiology program. The 'Student Planner for' section displays a list of course requirements. The requirement 'CMST 101, or CMST 107' is highlighted with a blue circle around its ellipsis (...) icon, indicating the action to click to expand options.

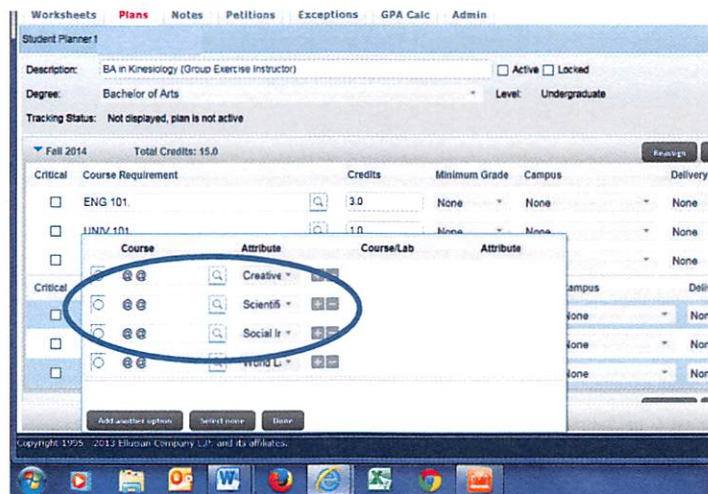
Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	MATH 111, or MATH 114	3.0	None	None	None	
<input type="checkbox"/>	CMST 101, or CMST 107	3.0	None	None	None	
<input type="checkbox"/>	@@ with CAE or @@ with SMI or @@ with SIQ or @	3.0	None	None	None	

- Select the radio button for the course in which you are currently enrolled. Click Done when finished.

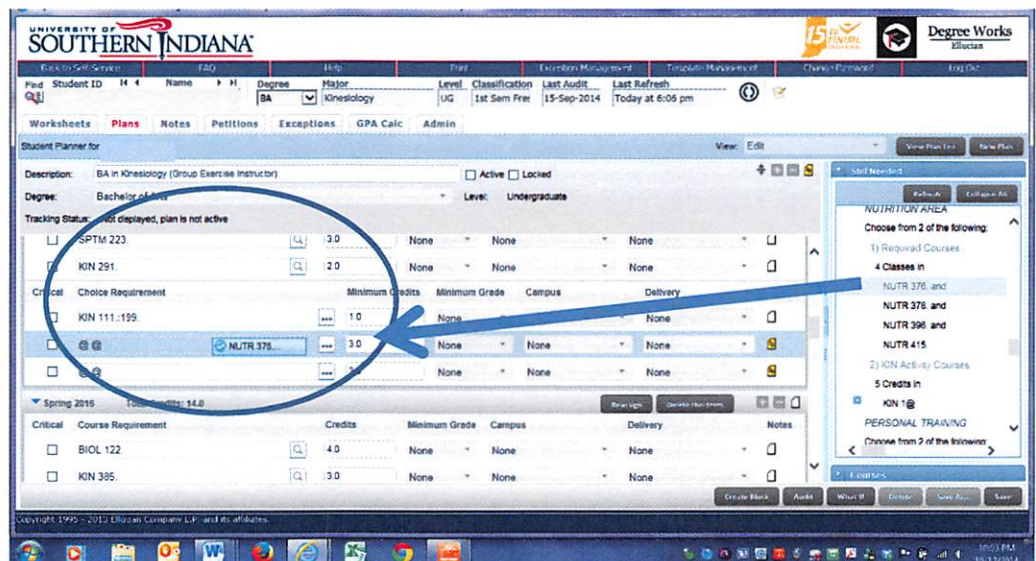
The screenshot shows the same Degree Works interface, but with the 'MATH 111, or MATH 114' requirement expanded. A blue circle highlights the radio button next to 'MATH 114', indicating it should be selected. A blue arrow points to the 'Done' button at the bottom of the selection window.

Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	ENG 101	3.0	None	None	None	
<input type="checkbox"/>	LIN 101	1.0	None	None	None	
<input type="checkbox"/>	MATH 111		None			
<input checked="" type="radio"/>	MATH 114		None			

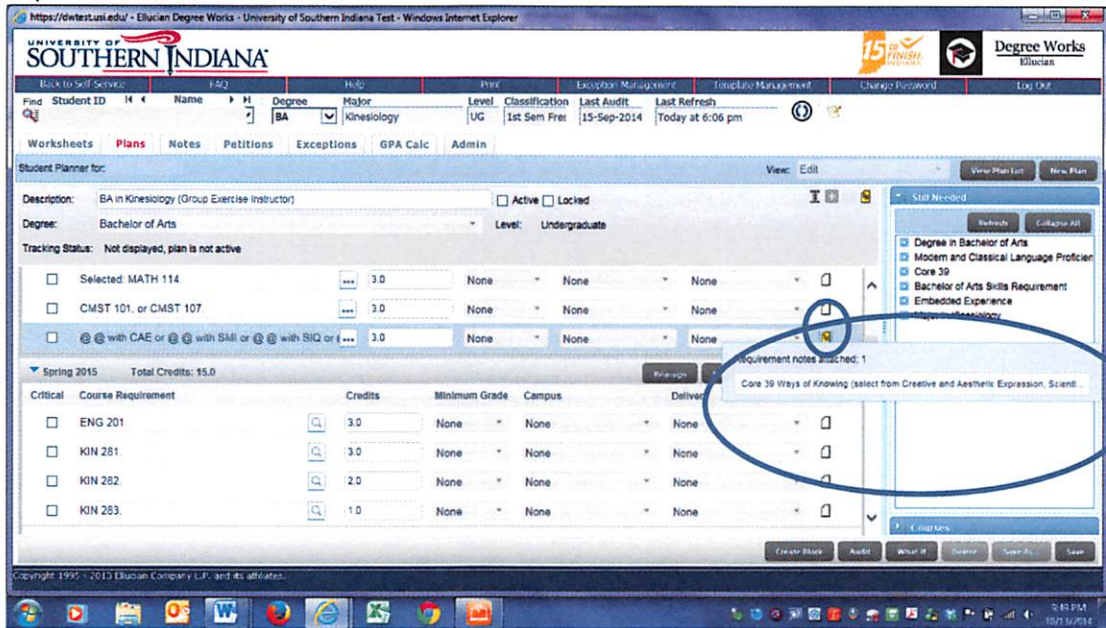
- If you plan to enroll in the choice option the next semester, drag and drop the choice to the appropriate term.
- Choice courses with wildcards:
 - A wildcard is designated by the @ symbol and may be used for a discipline or course number. For example:
 - BIOL @ means any biology course.
 - BIOL 1@ means any 100-level biology course
 - BIOL 1@ or BIOL 2@ means any 100-level or 200-level biology course
 - @ @ means any elective course (any discipline, any level, any course number)
 - @ @ with [attribute] means to select any course with that attribute. For example, @ @ with MER means select any course that satisfies the Core 39 Ways of Knowing, Moral and Ethical Reasoning category.



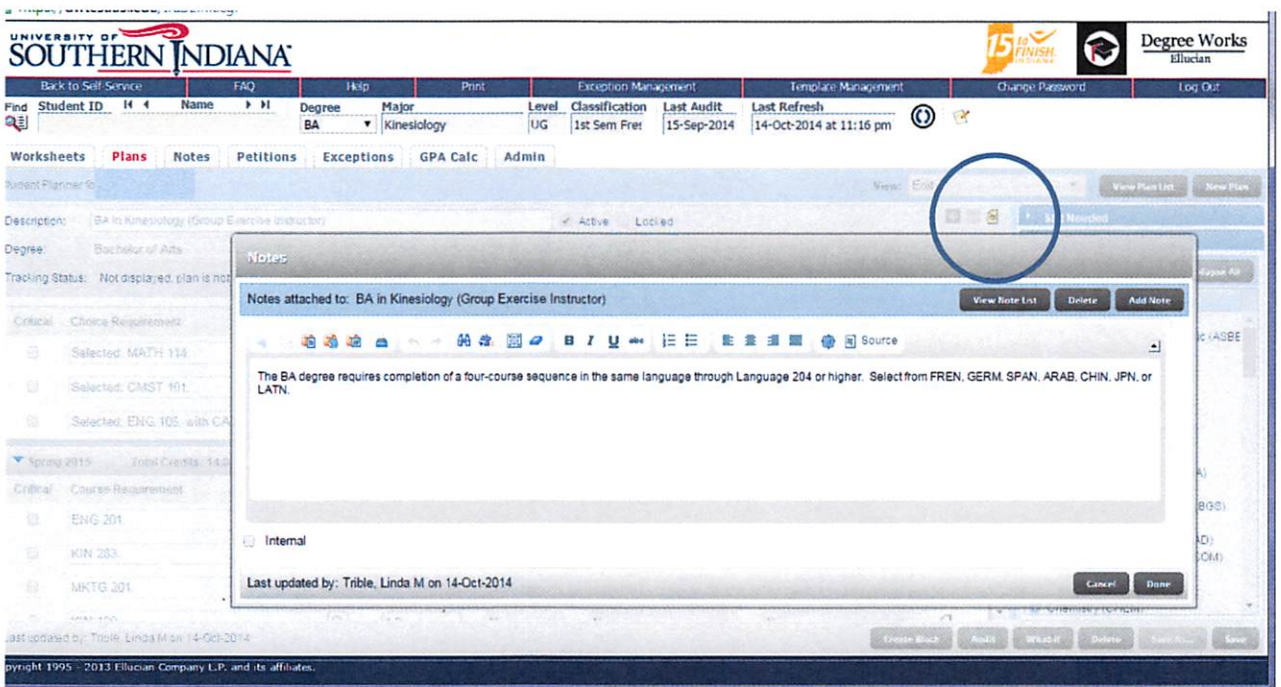
- Select a course that satisfies the requirement and replace the wildcard. You may drag and drop a course from the Still Needed sidebar to fulfill a requirement or select any elective course. Be sure to check the minimum number of hours required. If you choose a course with fewer number of hours, you must add another course to reach the minimum.



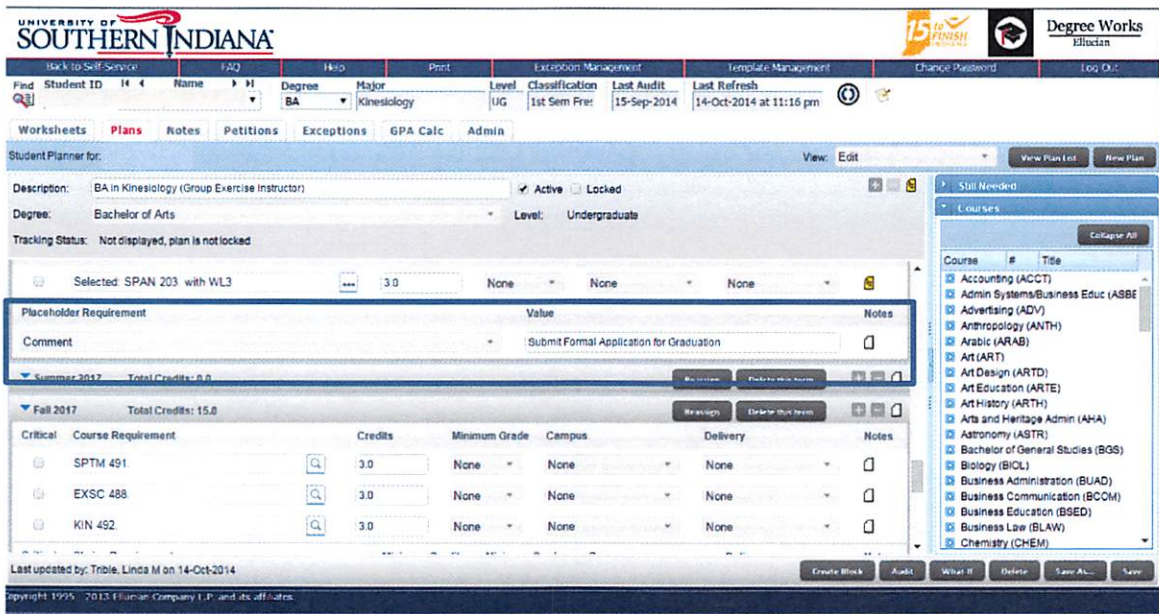
- Notes may be attached to the plan, to the term, or to the course. Notes provide important information regarding your degree plan.
 - Yellow notes to the right of a course requirement or choice give additional explanation for that requirement. The note can be viewed by hovering over it or by double clicking to expand.



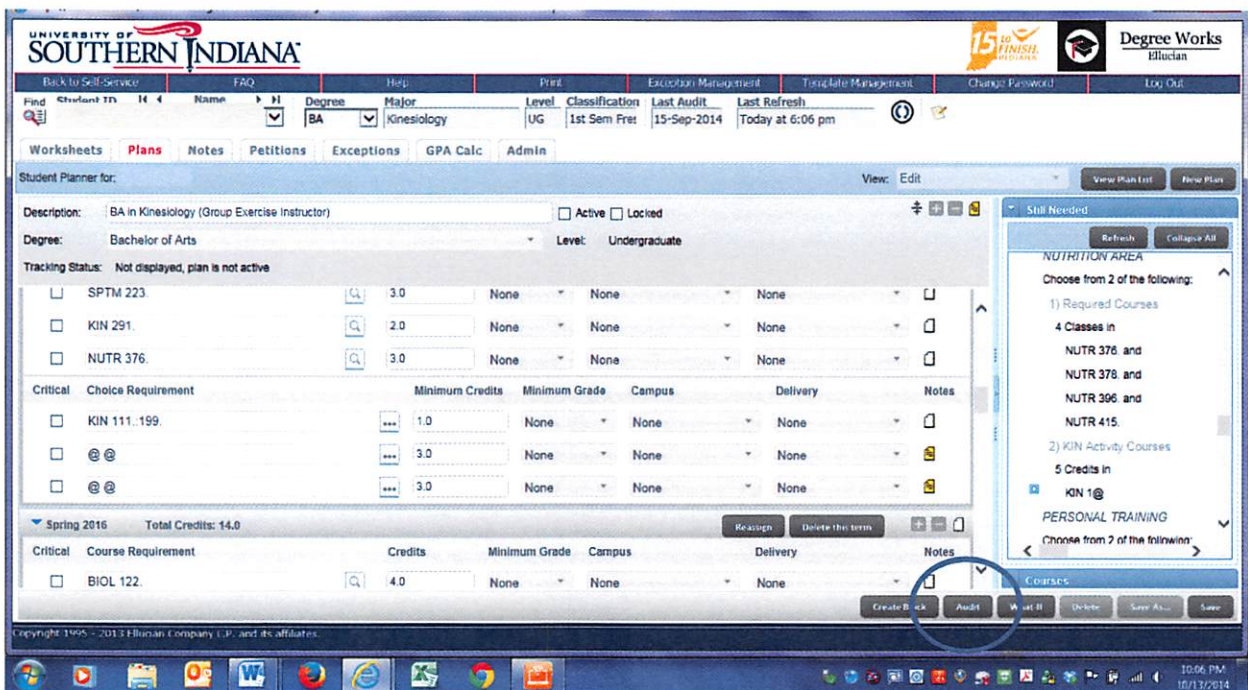
- Yellow notes may also be found at the top of the plan. These notes pertain to the degree.



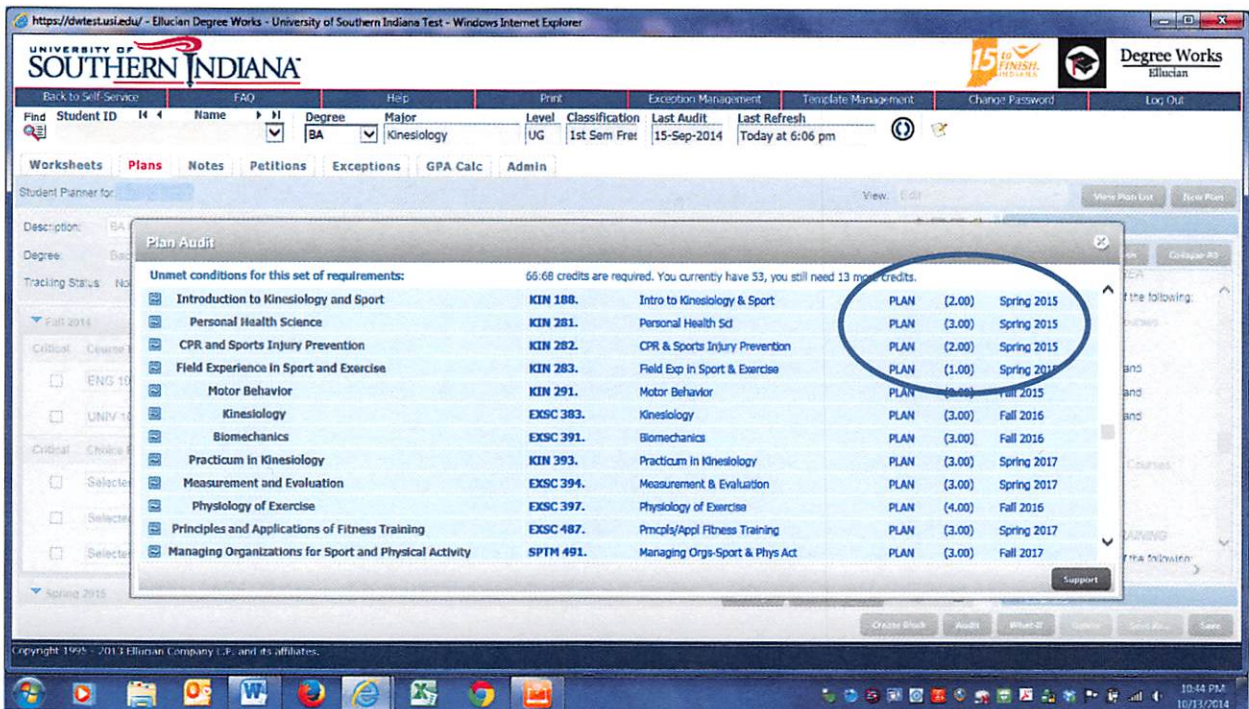
- o Additional non-course information may be included on your plan, such as when to submit your Formal Application for Graduation. These items are informational and should guide you toward completion of your academic goals.



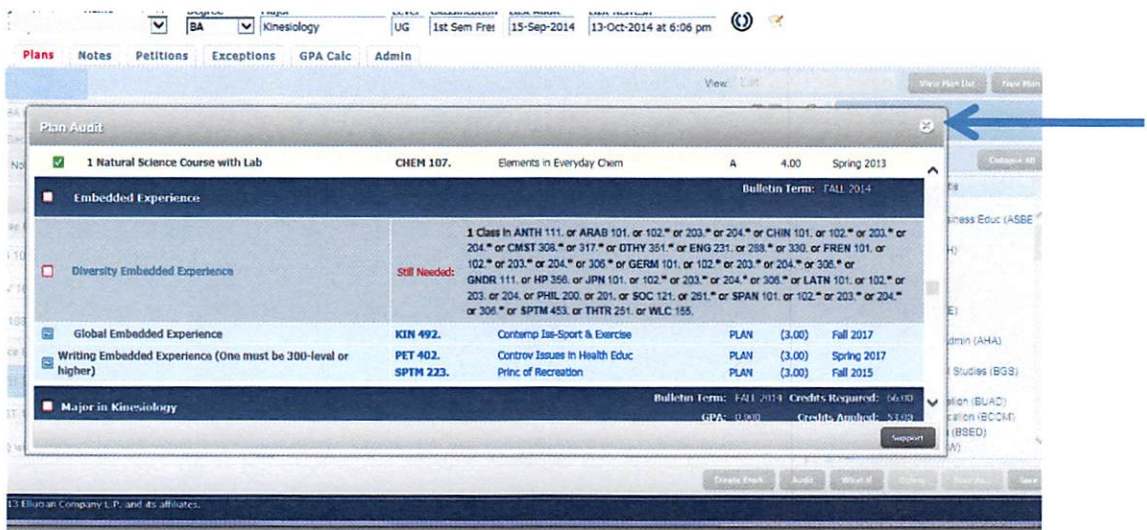
- Continue reviewing each course through each term.
- After entering all courses into your plan, click on the Audit link at the bottom of the screen.



- All courses on your 4-year plan will be entered into the audit. Planned courses will be placed into requirements with PLAN clearly noted. The credits will be shown in parentheses and the planned term will be displayed.



- If you have any missing requirements, close the audit by clicking on the X in the upper right corner and return to the plan. Select a course or courses to satisfy the missing requirements. **REMEMBER:** These courses are PLANNED; you are NOT registered for any courses on the Plan. After meeting with your advisor, you may be able to change elective courses or select different options. The Plan provides a clear mapping to degree completion, but it can be changed in the future as you progress toward graduation. Your academic advisor will help you make wise choices that will not delay completion of your degree.



- Look for any courses in the Not Counted section. Typically, these courses are duplicates and will not be counted toward the total number of hours for graduation. They will show on your plan with 0.00 hours. You should remove duplicates from the plan UNLESS a repeatable course (with

topic change) is allowed. An example is KIN 199 with title of Cardio Kickboxing, KIN 199 with a title of Yoga, KIN 199 with title of Spinning. Speak with your advisor about whether or not a course is repeatable.

The screenshot shows a 'Plan Audit' window with the following data:

Course	Title	Credits	Grade	Transfer School	Transfer
SPTH 491	Managing Orgs-Sport & Phys Act	3.00	PLAN		Fall 2017
UNIV 101	FYE-Kinesiology and Sport	1.00	IP		Fall 2014
PSY 201	Intro to Psychology	0.00	PLAN		Spring 2015

Below the table is a 'Legend' section with the following items:

- Complete
- Not Complete
- Complete except for classes in-progress
- Nearly complete - see advisor
- (T) Transfer Class
- Any course prefix, course number, or course suffix
- * Course has prerequisite
- (IP) In-progress/Registered

A 'Disclaimer' is also present at the bottom of the window.

- As a final check, look at the General Electives. These electives count toward degree requirements, (for example, the total number of hours required, the total number of upper-level electives, etc.) but do not fulfill a specific requirement in the audit. Be sure to speak with your academic advisor about Planned electives to make sure they are needed.

The screenshot shows a 'Plan Audit' window with the following data:

Section	Course	Title	Credits	Grade	Transfer School	Transfer
General Electives	PHYS 1-01	PHYS 100 Elective	3.00	TSC		Spring 2013
	Satisfied by: PHYS2 - Accepted Credit - Advanced Placement					
	PHYS 1-02	PHYS 100 Elective	3.00	TSC		Spring 2013
	Satisfied by: PHYS2 - Accepted Credit - Advanced Placement					
In-progress	BIOL 121	Human Anat&Phys I	4.00	IP		Fall 2014
	BIOL 121	Human Anat&Phys I	4.00	PLAN		Fall 2015
	BIOL 122	Human Anat&Phys II	4.00	PLAN		Spring 2016
	CHST 107	Intro Interpersonal Comm	3.00	IP		Fall 2014
	ENG 101	Rhet&Comp I:Literacy/Self	3.00	IP		Fall 2014
	ENG 201	Rhet&Comp II:Literacy/World	3.00	PLAN		Spring 2015
	EXSC 303	Kinesiology	3.00	PLAN		Spring 2018

- When you are finished, degree requirements, including the total number of hours required for the degree, the total number of upper level coursework required, etc., should all be either complete, in progress or planned. The only requirement that will not be satisfied is the minimum GPA requirement. When you are satisfied with your plan, you may give it a new description if you wish (optional). Make the Plan ACTIVE and be sure to SAVE.

UNIVERSITY OF SOUTHERN INDIANA

15 to FINISH

Degree Works

Back to Self-Service | FAQ | Help | Print | Exception Management | Template Management | Change Password | Log Out

Find Student ID | Name | Degree: BA | Major: Kinesiology | Level: UG | Classification: 1st Sem Freq | Last Audit: 15-Sep-2014 | Last Refresh: 14-Oct-2014 at 11:16 pm

Worksheets | Plans | Notes | Petitions | Exceptions | GPA Calc | Admin

Student Planner for: Description: My BA plan Fall 2014 | Degree: Bachelor of Arts | Tracking Status: Not displayed, plan is not locked

View: Edit | View Plan List | New Plan

Still Needed

Courses

Course #	Title
Accounting (ACCT)	
Admin Systems/Business Educ (ASBE)	
Advertising (ADV)	
Anthropology (ANTH)	
Arabic (ARAB)	
Art (ART)	
Art Design (ARTD)	
Art Education (ARTE)	
Art History (ARTH)	
Arts and Heritage Admin (AHA)	
Astronomy (ASTR)	
Bachelor of General Studies (BGS)	
Biology (BIOL)	
Business Administration (BADM)	
Business Communication (BCOM)	
Business Education (BSED)	

Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
	UNIV 101	1.0	None	None	None	
	KIN 188	2.0	None	None	None	
	KIN 125	1.0	None	None	None	
	HIST 101	3.0	None	None	None	

Critical	Choice Requirement	Minimum Credits	Minimum Grade	Campus	Delivery	Notes
	Selected MATH 114	3.0	None	None	None	
	Selected CMST 101	3.0	None	None	None	

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Plan. This view shows classes but does not include any notes or other information from

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- After Saving your plan, it is accessible to you and to your advisor. You should then meet with your advisor who will review your plan to make certain all requirements for degree completion have been met and that the plan will help you attain your educational and career goals. Your advisor will then LOCK the plan; any future changes must be approved by your advisor.
- To view a term-by-term listing of classes on your plan, select Compact View from the Plan. This view shows planned classes for a handy reference but does not include any notes or other information from the plan. The Compact View is printable.

Ellucian Degree Works - University of Southern Indiana Test - Google Chrome

https://dwest.usi.edu/IRISLink.cgi

UNIVERSITY OF SOUTHERN INDIANA

15 to FINISH

Degree Works

Back to Self-Service | FAQ | Help | Print | Exception Management | Template Management | Change Password | Log Out

Find Student ID | Name | Degree: BA | Major: Kinesiology | Level: UG | Classification: 1st Sem Freq | Last Audit: 15-Sep-2014 | Last Refresh: 14-Oct-2014 at 11:16 pm

Worksheets | Plans | Notes | Petitions | Exceptions | GPA Calc | Admin

Student Planner for: View: Compact | View Plan List | New Plan

FALL 2014

Fall 2014, Total Credits: 16.0

UNIV 101	1.0
KIN 188	2.0
KIN 125	1.0
HIST 101	3.0
Selected MATH 114	3.0
Selected CMST 101	3.0
Selected ENG 105 with CAE	3.0

SPRING 2015

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- If you see a 'Warning' on your locked plan, this indicates you are 'off-track' or 'off-plan.' For your initial plan, check to make sure you are enrolled in the courses shown for the current semester. Also check to make certain you started your plan with the correct semester. See your advisor right away to either revise your Plan or take steps to get back 'on track.'

My BA plan Fall 2014		Active: Yes
Degree: Bachelor of Arts		Status: LOCKED
Level: Undergraduate		Tracking Status: - - -

FALL 2014		
Not Tracked	Fall 2014, Total Credits: 16.0	
Warning	UNIV 101.	1.0
Warning	KIN 188.	2.0
Warning	KIN 125.	1.0
Warning	HIST 101.	3.0
Warning	Selected: MATH 114.	3.0

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