

Degree Works Plans

Introduction

Degree Works **Plans** allow either a student or their academic advisor to develop a semester-by-semester sequence of courses to complete all requirements in the student's declared program. Building a Plan helps ensure the student completes any pre-requisite coursework needed to enroll in subsequent coursework, will meet all requirements for Core 39 and their major, minor, etc., and can complete the program in a timely manner.

Plans can either be started from a **template** (with required courses and a semester-by-semester sequence already developed by the college of the program) or from a **blank plan** (building a plan from scratch).

After creating a Plan, clicking the Audit link will run an audit (**Planner Audit**) using the coursework outlined in the Plan. This allows the student/advisor to validate that successfully completing the coursework in the Plan will lead to completion of the program.

Multiple Plans can be built (ex: one with a minor, one without, etc.), but only one Plan can be marked as **Active and locked** (approved) by the student's advisor.

Once a Plan has been approved and locked by an advisor, the student can then pull the list of courses from a term into **Schedule Planner** to assist with building their class schedule.

After grades are official at the end of each semester, the **Tracking Status** will be updated for locked Plans. The tracking status of the overall Plan, individual terms, and individual requirements in the Plan will show whether the student is On Track, Off Track, or has a Warning (future terms will show Not Evaluated).

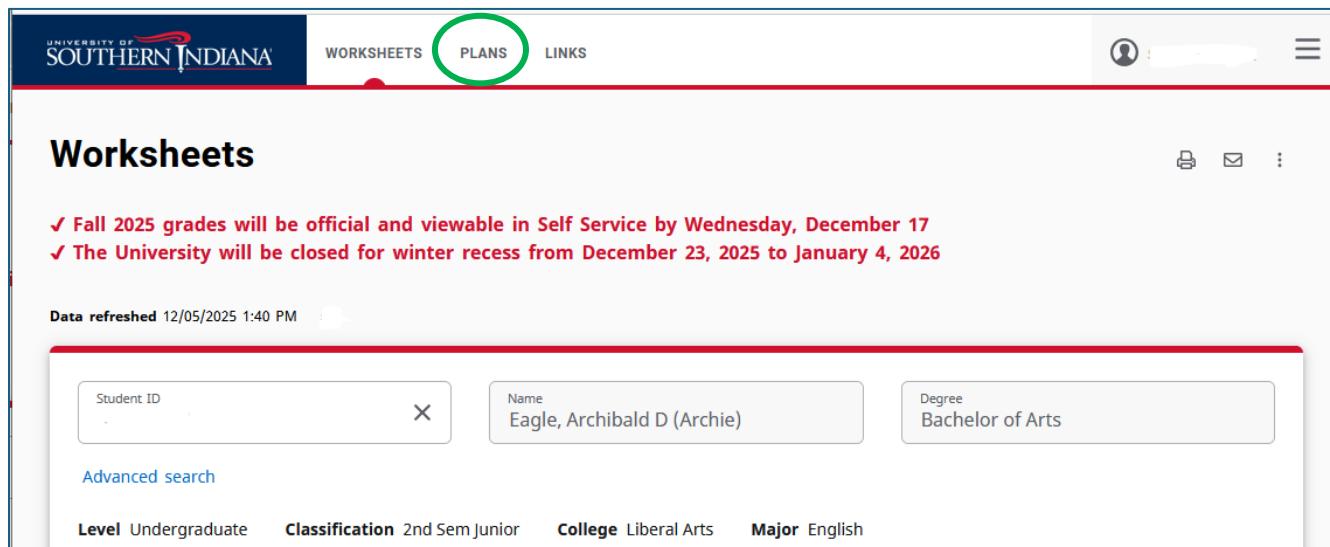
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Accessing Degree Works and Plans

Students and faculty/advisors access Degree Works by logging into [myUSI](#). A shortcut to Degree Works can be found on the myUSI dashboard, or a link can be found under the Students menu after opening Self Service (Faculty can access a student's Degree Works records via a link under Advising Student Profile).

Once logged into Degree Works, the default view is the **Worksheets** tab (degree audit). To access Plans, click the **Plans** tab on the top menu.



UNIVERSITY OF SOUTHERN INDIANA

WORKSHEETS PLANS LINKS

Worksheets

✓ Fall 2025 grades will be official and viewable in Self Service by Wednesday, December 17
✓ The University will be closed for winter recess from December 23, 2025 to January 4, 2026

Data refreshed 12/05/2025 1:40 PM

Student ID: [REDACTED] X Name: Eagle, Archibald D (Archie) Degree: Bachelor of Arts

Advanced search

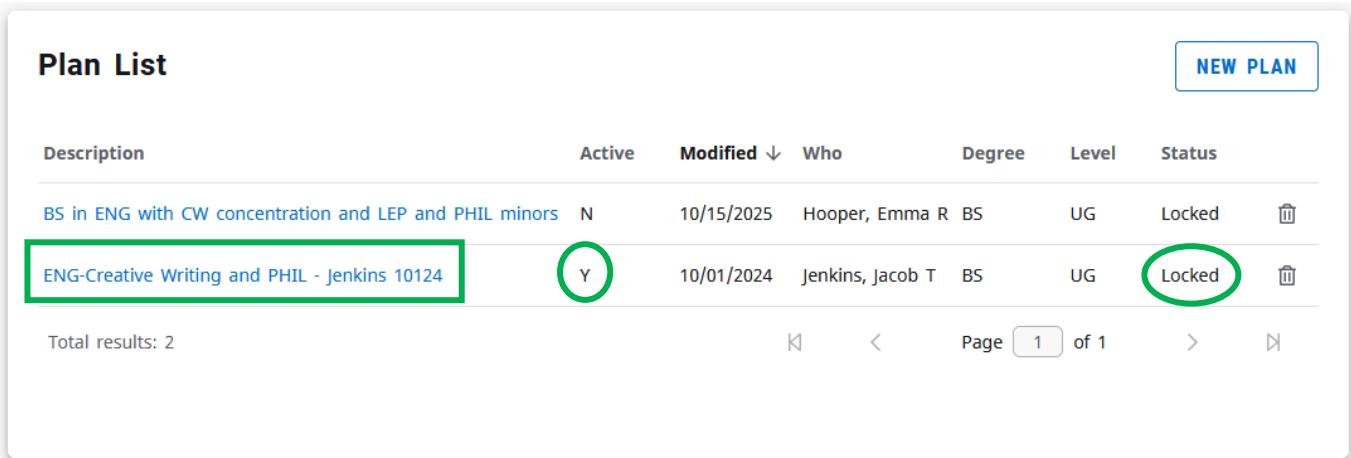
Level: Undergraduate Classification: 2nd Sem Junior College: Liberal Arts Major: English



Some functions may be limited depending on the user's role, and certain actions cannot be performed by students. For example, only an advisor can approve and lock a student's Plan.

View existing Plan(s)

After selecting Plans from the top menu, if any Plan(s) exist, a list of the student's plans will be displayed. A plan that is both Active (Y) and Locked means it has been approved by the student's academic advisor.



Description	Active	Modified	Who	Degree	Level	Status
BS in ENG with CW concentration and LEP and PHIL minors	N	10/15/2025	Hooper, Emma R	BS	UG	Locked
ENG-Creative Writing and PHIL - Jenkins 10124	Y	10/01/2024	Jenkins, Jacob T	BS	UG	Locked

Total results: 2

Page 1 of 1

Click on the Plan description (blue link) to open the plan you wish to view.

Overview of a Plan

Plan details (Left sidebar):

Degree Bachelor of Science
Level Undergraduate
Total planned credits 83.0
Active Y | Status Locked | Tracking Status ON TRACK

Plan List (Top right): Returns you to the Plan List

New Plan (Top right): Build a new Plan

Sidebar (Left sidebar): Collapse/expand the Sidebar menu

Term column(s) (Main content):

Last updated: Jenkins, Jacob T on 10/01/2024
Audit | What-If | Save as copy

Still Needed

- Bachelor of Science Skills Req...
- NATURAL SCIENCE REQUIR...
- Major in English
- English Language >
- Theory >
- World and Multicultural Lit... >
- CONCENTRATION IN CREA... >
- Major in Philosophy
- History of Philosophy I >
- History of Philosophy II >
- Choose One Course >
- Electives >

Tracking Status

Spring 2025 ON TRACK Credits: 16

Fall 2025 OFF TRACK Credits: 15

Spring 2026 Credits: 16

Scroll left/right through Terms in the Plan

Click the 4-way arrow to expand the Terms window on your browser

Notes icon (Bottom right):

+

KIN 192. Credits: 1.0
ON TRACK

ENG 255. or ENG 265. Credits: 3.0
ON TRACK

PHIL 350. or HUM 350. Credits: 3.0
WARNING

ENG 402. Credits: 3.0

@@ with NSL Credits: 4.0

ENG 3@ or ENG 4@ Credits: 3.0

ENG 3@ or ENG 4@ Credits: 3.0

PHIL 351. or HUM 351. >

Click the left/right arrows to scroll through the 3 Sidebar menu items:

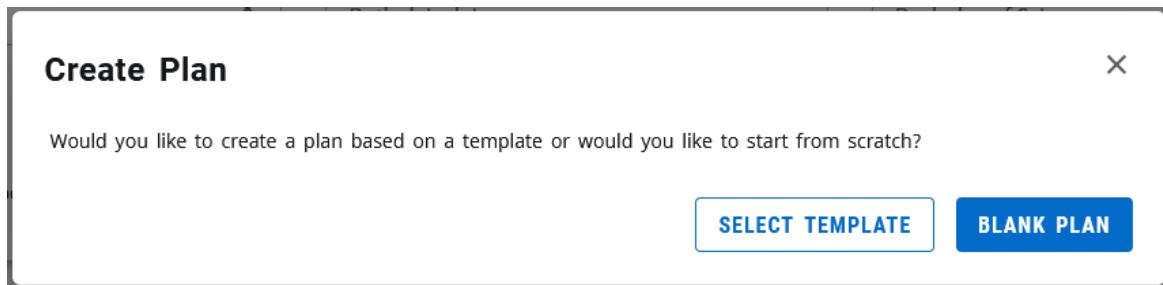
- Still Needed (default view)
- Requirements
- Courses (by discipline)

**Includes requirements
to be completed
during that semester**

A Note can be added to the overall Plan, on a specific Term, or on a course/requirement. If a notes icon is blue, additional information has been provided.

Build a new Plan

From the Plans tab, click the NEW PLAN button to start a new plan. **NEW PLAN** Plans can either be started from a template (with required courses and a semester-by-semester sequence already developed by the college of the program) or from a blank plan (building a plan from scratch).



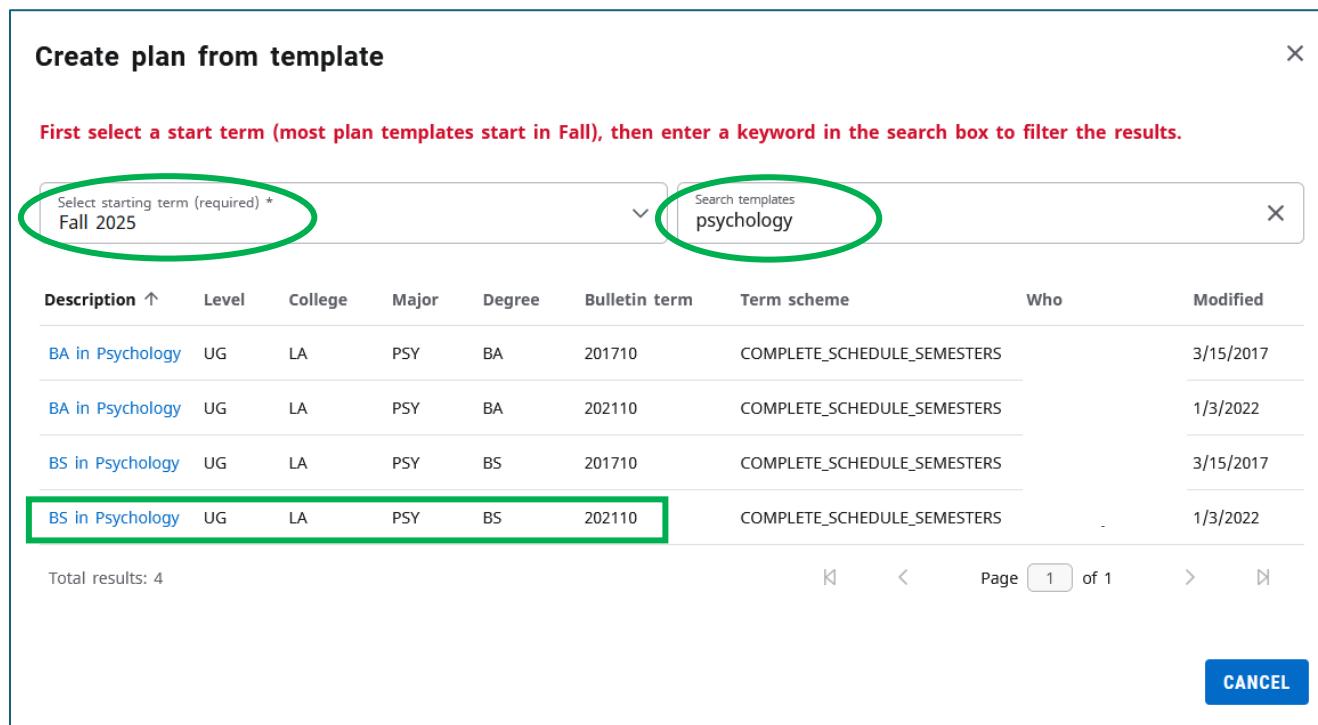
Build a Plan from a template

After clicking NEW PLAN, choose the SELECT TEMPLATE button. From the pop-up window:

- 1) Select the starting term for the Plan (almost all plans start in the fall but can then be customized).
- 2) Use the search box to enter a keyword/phrase for the desired program to filter the list of templates.
- 3) Click on the description (blue link) to select the desired plan.



- The Bulletin Term with the *largest* number is for the newest curriculum. If you're unsure which template/bulletin term to select, please contact your academic advisor.
- If the list of templates is long, try a more unique keyword/phrase. You can also click on any of the column header names to resort the results in ascending/descending order (Major, Degree, Bulletin Term, etc.).



A screenshot of a 'Create plan from template' dialog box. At the top left is the title 'Create plan from template' and at the top right is a close button 'X'. Below the title is a red instruction: 'First select a start term (most plan templates start in Fall), then enter a keyword in the search box to filter the results.' There are two input fields: 'Select starting term (required) *' with 'Fall 2025' selected, and 'Search templates' with 'psychology' entered. A green oval highlights the 'Fall 2025' input field and the 'psychology' search term. Below these are search results for psychology templates:

Description	Level	College	Major	Degree	Bulletin term	Term scheme	Who	Modified
BA in Psychology	UG	LA	PSY	BA	201710	COMPLETE_SCHEDULE_SEMESTERS		3/15/2017
BA in Psychology	UG	LA	PSY	BA	202110	COMPLETE_SCHEDULE_SEMESTERS		1/3/2022
BS in Psychology	UG	LA	PSY	BS	201710	COMPLETE_SCHEDULE_SEMESTERS		3/15/2017
BS in Psychology	UG	LA	PSY	BS	202110	COMPLETE_SCHEDULE_SEMESTERS		1/3/2022

Total results: 4

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CANCEL

Build a Plan from scratch (a blank plan)

After clicking NEW PLAN, choose the BLANK PLAN button. From the pop-up window:

- 1) Select the starting term for the Plan (almost all plans start in the fall but can then be customized)
- 2) Click the Submit button

Select a Starting Term

Select a start term for this plan (most plans start in Fall)

Select term *

CANCEL **SUBMIT**

In the next pop-up window, enter a Description for the plan.

Edit Plan

Description *

Active Locked

CANCEL **SAVE**



The Plan Description should include enough detail for the student and any advisor(s) to know what is included in the Plan. For example:

- BA in History with Global Studies minor
- BS in Food and Nutrition, Dietetics concentration
- BS in Finance, second major in Marketing

After clicking Save, the new plan will be created (and will also appear under the student's Plan List). Continue to build the Plan by adding term(s) and filling each term with courses and requirements.

Add courses/requirements to a Plan

Regardless of whether a Plan was started from a template or from scratch (blank plan), courses and other requirements can be added to a Plan multiple ways:

- Clicking the **plus (+) button** on a term column allows a Course or Sill Needed requirement to be selected and added to that semester.
- The **Still Needed** menu on the sidebar allows you see what requirements have not yet been included in the Plan, then drag-and-drop a course to the desired semester.
- The **Courses** menu on the sidebar allows you to drag-and-drop a specific course prefix/course number to the desired semester.
- The **Requirements** menu on the sidebar allows you to drag-and-drop a specific course requirement (Course), a choice of courses (Choice), a GPA, a required test/score (Test Score), or add a comment/action item (Placeholder) to the desired semester.

Add a course/requirement from the plus (+) button

On the Term column where you wish to add a course or requirement, click the + button



The “Add requirements” page will include two tabs: **Still needed** (default view) and **Courses**.

- The **Still needed tab** lists categories/requirements/courses needed for the student’s declared curriculum, for which credit has not already been earned or has not yet been included in the Plan.

Add requirements to Fall 2026

Subjects

[Courses](#) [Still needed](#)

Bachelor of Science Skills Requirement

NATURAL SCIENCE REQUIREMENT (7 hrs with 1 lab) - Choose from 1 of the following

Major in English

English Language - 1 Class in

<input type="checkbox"/> Course ENG 314.	Title Approaches to Grammar	Credits 3.0
<input checked="" type="checkbox"/> Course ENG 417.	Title Hist English Languages	Credits 3.0

Theory - 1 Class in

<input type="checkbox"/> Course ENG 387.	Title Women's Lit&Gender Issue	Credits 3.0
<input checked="" type="checkbox"/> Course ENG 415.	Title History of Rhetoric	Credits 3.0
<input type="checkbox"/> Course ENG 416.	Title Contemporary Issues in Rhet	Credits 3.0
<input type="checkbox"/> Course ENG 448.	Title Lit Criticism&Theory	Credits 3.0

Check the box next to any course(s) that should be added to that Term, then click the **ADD TO PLAN** button. **ADD TO PLAN** Changes to the Plan are automatically saved.

- The **Courses** tab lets you search all courses by Subject/discipline (ex: History) and/or a keyword in the course title (ex: Health).

Add requirements to Fall 2026

Subjects

Courses Still needed

Subjects X

Communication Studies (CMST)

<input checked="" type="checkbox"/> Course	CMST 327.	Title	Communication and Healthcare	Credits
<input type="checkbox"/>	CMST 407.	Title	Communication and Healthcare	3.0

Dental Hygiene (DTHY)

<input type="checkbox"/> Course	DTHY 316.	Title	Preventive Oral Health I	Credits
<input type="checkbox"/>	DTHY 318.	Title	Preventive Oral Health II	2.0
<input type="checkbox"/>	DTHY 411.	Title	Community Oral Health Theory	2.0

Economics (ECON)

<input type="checkbox"/> Course	ECON 357.	Title	The Economics of Health Care	Credits
				3.0

Check the box next to any course(s) that should be added to that Term, then click the **ADD TO PLAN** button. ADD TO PLAN Changes to the Plan are automatically saved.

Add a course/requirement from the Sidebar

The sidebar menu includes three sections: **Still Needed** (default view, information is student-specific), **Requirements**, and **Courses**. Click the left/right arrows to scroll between the three sections.

Still Needed

- Bachelor of Science Skills Req...
- NATURAL SCIENCE REQUIR... >
- Major in English
- English Language >
- Theory >
- World and Multicultural Lit... >
- CONCENTRATION IN CREA... >
- Major in Philosophy
- History of Philosophy I >

Requirements

- Choice +
- Course +
- GPA +
- Non-Course +
- Placeholder +
- Test Score +

Courses

Search by course or title

Course	#	Title
Accounting (ACCT)		▼
Admin Systems/Business E...		▼
Advertising (ADV)		▼
Africana Studies (AFRC)		▼
Agriculture Business (AGBU)		▼

The **Still Needed** sidebar menu lists categories/requirements/courses needed for the student's declared curriculum, for which credit has not already been earned or has not yet been included in the Plan.

- Click on the name of a category/requirement to expand that section and view applicable course(s).
- Drag and drop the desired course over a Term column to add it to that semester.
- Changes to the Plan are automatically saved.

The **Requirements** sidebar menu lists different types of requirement "tiles" that can be added to a Plan:

- Choice** – used to add a choice of courses to a Plan (top border of this tile is orange)
- Course** – used to add one specific course to a Plan (top border of this tile is blue)
- GPA** – used to add a minimum overall (cumulative) GPA, major GPA, or minor GPA requirement to a Plan (top border of this tile is purple)
- Non-Course** – not currently used
- Placeholder** – used to add a comment/action item to a Plan, such as a reminder to Apply to Graduate (top border of this tile is yellow)
- Test Score** – used to add a required test and minimum score to a Plan, such as Praxis exams required for Teacher Education majors (top border of this tile is green)

To add a requirement tile to a Plan, you can either:

- 1) drag and drop the desired requirement type over a Term column to add it to that semester, or
- 2) click the plus sign (+) beside the desired requirement type.

Note: with this option, you must then use a drop-down list of terms to select the semester to which the requirement should be added.

Format for course IDs



The following guidelines apply when using either a Choice or Course requirement.

- When searching for a course, start typing the course discipline/**prefix** (ex: ACCT, MATH, PSY, etc.) **or** a **keyword** from the course title (ex: statistics) to begin filtering the list of valid courses.
- When entering a course discipline/prefix **and** all/part of the course number, you must enter a **space** between the prefix and the course number (ex: CHEM 2 to view all 200-level CHEM classes, HIST 30 to view all HIST classes a course number that starts with 30, etc.).
- On a Choice requirement, the **@** symbol may be used as a **wildcard** for either the discipline/prefix, all/part of the course number, or both. For example:

BIOL @	BIOL prefix, any course number
HP 3@	HP prefix, any 300-level course number
MKTG 3@ or MKTG 4@	MKTG prefix, any 300- or 400-level course number
@@	any prefix, any course number

- On a Choice requirement, an **attribute** may be combined with a wildcard (@) to indicate that a course must be selected from a Core 39 category (or multiple categories):

@@ w/ attribute of Core39-Social Science-BS	SS course, any prefix, any course number
MATH @ w/ attribute of Core39-Mathematics	Foundations Math course, any course number
@@ w/ attribute of Core39-Natural Science or @@ w/ attribute of Core39-Natural Science (w/lab)	NS or NSL course, any prefix, any course number

- When searching for a course, the drop-down list of courses will be filtered based on the search criteria entered. Once the desired course has been identified (it appears in the drop-down list), you **must select the course from the drop-down list** to add it to the requirement.
- On a Course requirement, the number of **credit hours** for a selected course will automatically be populated. But on a **Choice** requirement, the number of credit hours must be entered in the Credit box so the Credit hours total for that Term and the overall Plan can be calculated.
- **⚠ Courses with -EL at the end of the course number are only used to indicate transfer elective credit (ex: SPAN 1-EL, NURS 2-EL, HIST 3-EL, etc.). Since transfer elective course IDs will never be offered on the USI class schedule, they should not be used within a Plan.**

Critical requirements

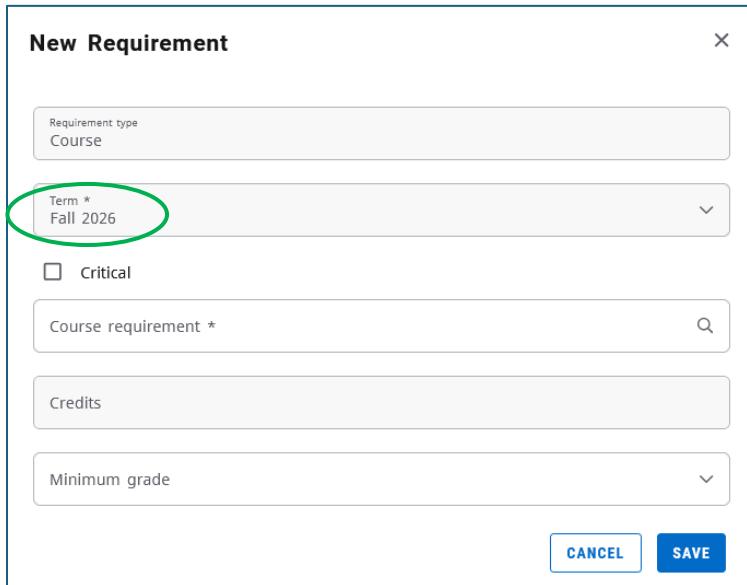
A requirement may be considered **critical** if progress in the program depends on successful completion of the requirement during that semester, with a minimum grade, etc. Critical requirements have an exclamation icon on the tile a Critical checkmark on the requirement.

BIOL 121.	⋮
Credits: 4.0	
Minimum grade: C	

Requirement type Course	
<input checked="" type="checkbox"/> Critical	
Course requirement * BIOL 121.	
Credits 4.0	
Minimum grade C	
CANCEL	SAVE

Adding a Course tile

After adding a Course tile to the desired term, the Term field will already be filled in if you added it via drag-and-drop. If you used the **+** on the requirement type, you'll need to choose the term from the drop-down.



New Requirement

Requirement type
Course

Term *
Fall 2026

Critical

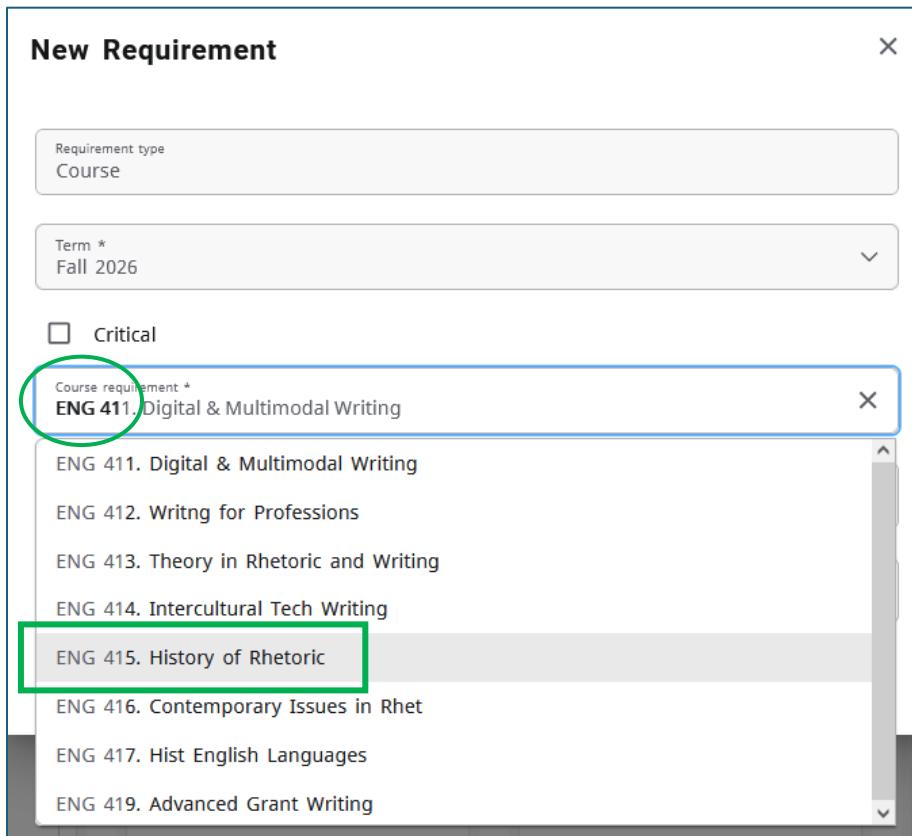
Course requirement *

Credits

Minimum grade

CANCEL SAVE

In the “Course requirement” field, begin typing the discipline/prefix or title keyword (ex: ENG 41). When you see the desired course, ***click on the course from the drop-down list to select it.***



New Requirement

Requirement type
Course

Term *
Fall 2026

Critical

Course requirement *

ENG 411. Digital & Multimodal Writing

ENG 411. Digital & Multimodal Writing

ENG 412. Writing for Professions

ENG 413. Theory in Rhetoric and Writing

ENG 414. Intercultural Tech Writing

ENG 415. History of Rhetoric

ENG 416. Contemporary Issues in Rhet

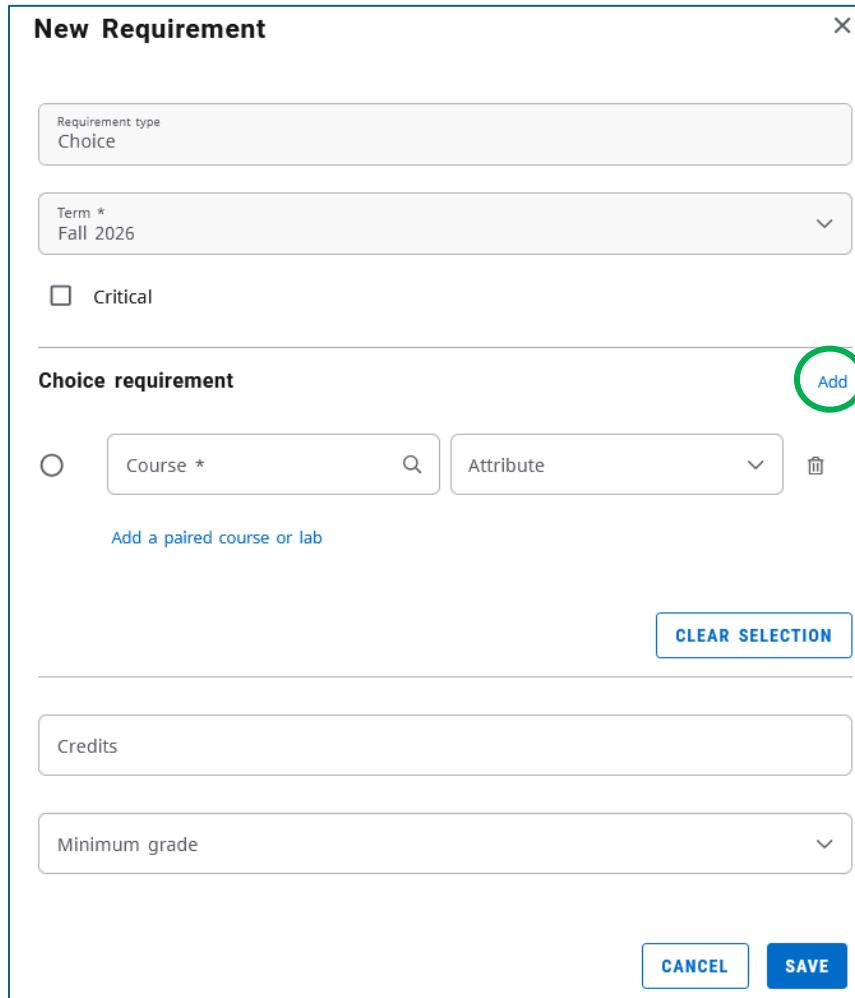
ENG 417. Hist English Languages

ENG 419. Advanced Grant Writing

The course will be added to the course requirement field and the Credits will automatically be populated. If a minimum grade is required, choose the appropriate grade from the grade drop-down. When all information has been entered, click the SAVE button. The course will be added to the specified term and the Plan is automatically saved.

Adding a Choice tile

After adding a Choice tile to the desired term, the Term field will already be filled in if you added it via drag-and-drop. If you used the **+** on the requirement type, you'll need to choose the term from the drop-down.



The screenshot shows the 'New Requirement' dialog box. At the top, 'Requirement type' is set to 'Choice'. The 'Term *' dropdown shows 'Fall 2026'. A 'Critical' checkbox is unchecked. Below this, the 'Choice requirement' section is visible, featuring an 'Add' button (circled in green) and a row for 'Course *' (radio button), 'Attribute' (dropdown), and a trash icon. A link 'Add a paired course or lab' is present. A 'CLEAR SELECTION' button is located below the row. Further down are fields for 'Credits' and 'Minimum grade'. At the bottom are 'CANCEL' and 'SAVE' buttons.



- In the “Course” field, begin typing the discipline/prefix or title keyword. When you see the desired course, *click on the course from the drop-down list to select it*.
- The “Add” link can be used to add additional Course rows, as needed.
- The Attribute field can be used as needed to specify a choice of courses from a specific Core 39 category.
- On a choice requirement, the number of Credits must be entered in order for the Credit hours total for that Term and the overall Plan to be calculated.

A Choice requirement can be used for a variety of choices, such as the following examples:

Choose from more than one specific course

(ENG 432 or ENG 437)

Choice requirement Add

<input type="radio"/> Course * ENG 432.	X	Attribute	▼	Delete
Add a paired course or lab				
<input type="radio"/> Course * ENG 437.	X	Attribute	▼	Delete
Add a paired course or lab				

Choose any course from a specific Core 39 category

(any course from Natural Science)

Choice requirement Add

<input type="radio"/> Course * @@	X	Attribute	▼	Delete
Add a paired course or lab				

Choose any course from more than one Core 39 category

(any course from CAE, HI, or SIQ)

Choice requirement Add

<input type="radio"/> Course * @@	X	Attribute	▼	Delete
Add a paired course or lab				
<input type="radio"/> Course * @@	X	Attribute	▼	Delete
Add a paired course or lab				
<input type="radio"/> Course * @@	X	Attribute	▼	Delete
Add a paired course or lab				

Choose any course from a specific discipline

(any MKTG course)

Choice requirement Add

<input type="radio"/> Course * MKTG @	X	Attribute	▼	Delete
Add a paired course or lab				

Choose any upper-level course from a specific discipline

(any 300- or 400-level SPTM course)

Choice requirement Add

<input type="radio"/> Course * SPTM 3@	X	Attribute	▼	Delete
Add a paired course or lab				
<input type="radio"/> Course * SPTM 4@	X	Attribute	▼	Delete
Add a paired course or lab				

Updating a Choice requirement to specify what course the student intends to complete

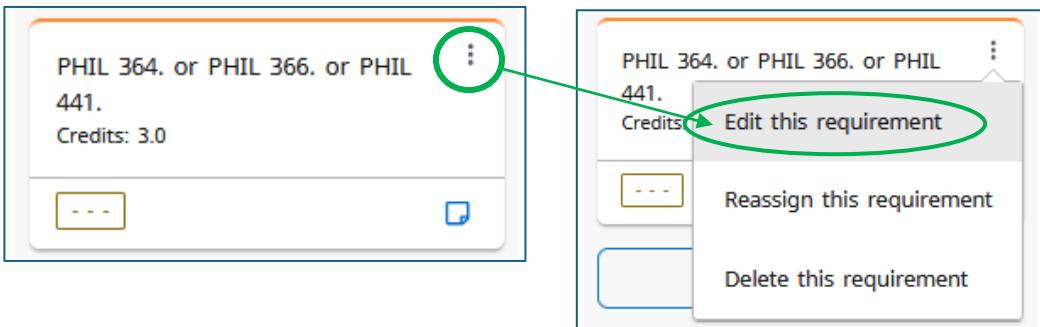
When a student and/or their academic advisor are reviewing the student's Plan, any Choice requirements should be updated to reflect the course the student intends to complete. This ensures full functionality of the Plan, including being able to use courses from an active and locked plan in Schedule Planner when building the student's class schedule for the upcoming semester(s).



Once an active Plan has been marked as locked by the student's advisor, *the student can no longer edit the Plan*. The two options for editing the Plan would be:

1. The advisor can unlock and edit the Plan in consultation with the student, then relock it.
2. The advisor can unlock the Plan and allow the student to edit it. The advisor would then need to review the Plan again afterward, and if any changes are approved, relock the plan.

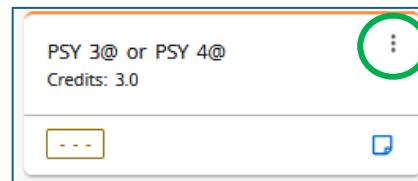
To indicate what course the student will complete to satisfy a Choice requirement, click the 3 dots in the corner of the choice tile and select **Edit this requirement**.



If the Choice requirement lists multiple courses from which to choose, simply select the radio button beside the desired course and click the SAVE button. The tile will be updated to reflect the selection.

The image shows a choice requirement list with three items. The first item, 'PHIL 364.', has a radio button selected (circled in green) and is highlighted with a green box. The second item, 'PHIL 366.', is also listed. The third item, 'PHIL 441.', has a radio button but is not selected. A callout box on the right shows the updated choice requirement tile for 'PHIL 366.' with 'Selected: PHIL 366.' highlighted in green.

If the Choice requirement includes a course containing a wildcard (@), select **Edit this requirement** to open the tile.



Select the radio button beside the applicable Course row, edit the course field to identify the desired course and select it from the drop-down list, then click the SAVE button. The tile will be updated to reflect the selection. For example, updating a choice of a 400-level PSY course (PSY 4@) to select PSY 425:

The image shows a choice requirement list with two items. The first item, 'PSY 3@', has a radio button selected (circled in green) and is highlighted with a green box. The second item, 'PSY 422. Psychopath in Children/Adolesc...', has a radio button but is not selected. A callout box on the right shows the updated choice requirement tile for 'PSY 425.' with 'Selected: PSY 425.' highlighted in green.

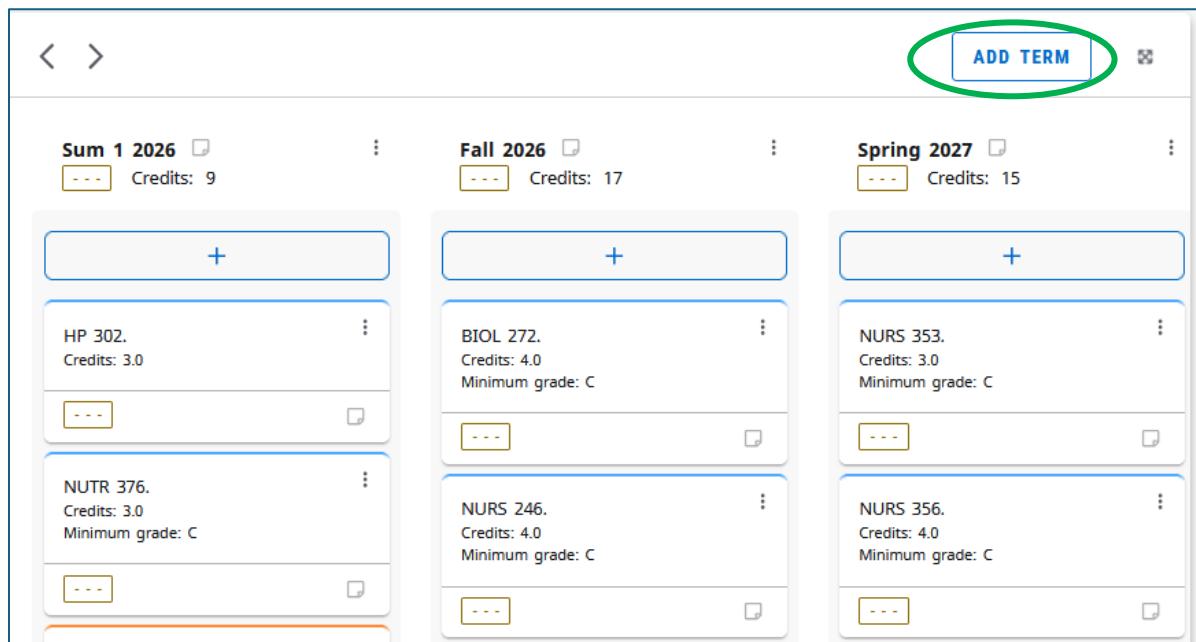
The **Courses** sidebar menu lists all available course disciplines/prefixes and all course numbers found in the course database. There are two ways to locate a course you wish to add to a Plan:

1. Use the search box to search by the name of a subject/discipline (ex: French), a keyword from a course title (ex: Calculus), or the abbreviation/prefix for the subject (ex: ANTH).
2. Scroll through the alphabetical list of subjects and click on the subject name (or the arrow on the right side) to expand the list of courses. Click the subject name (or the arrow) again to collapse the course list.

Drag and drop the desired course over a Term column to add it to that semester. Changes to the Plan are automatically saved.

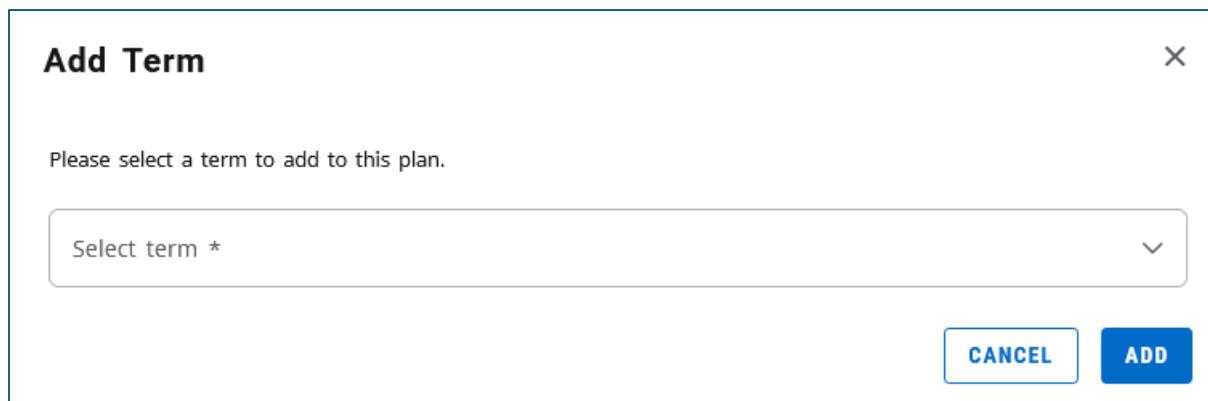
Adding a Term to a Plan

Regardless of whether you're building a Plan from scratch (blank plan) or started from a Template, you can add or insert a term by clicking the ADD TERM button near the top of the Terms window.



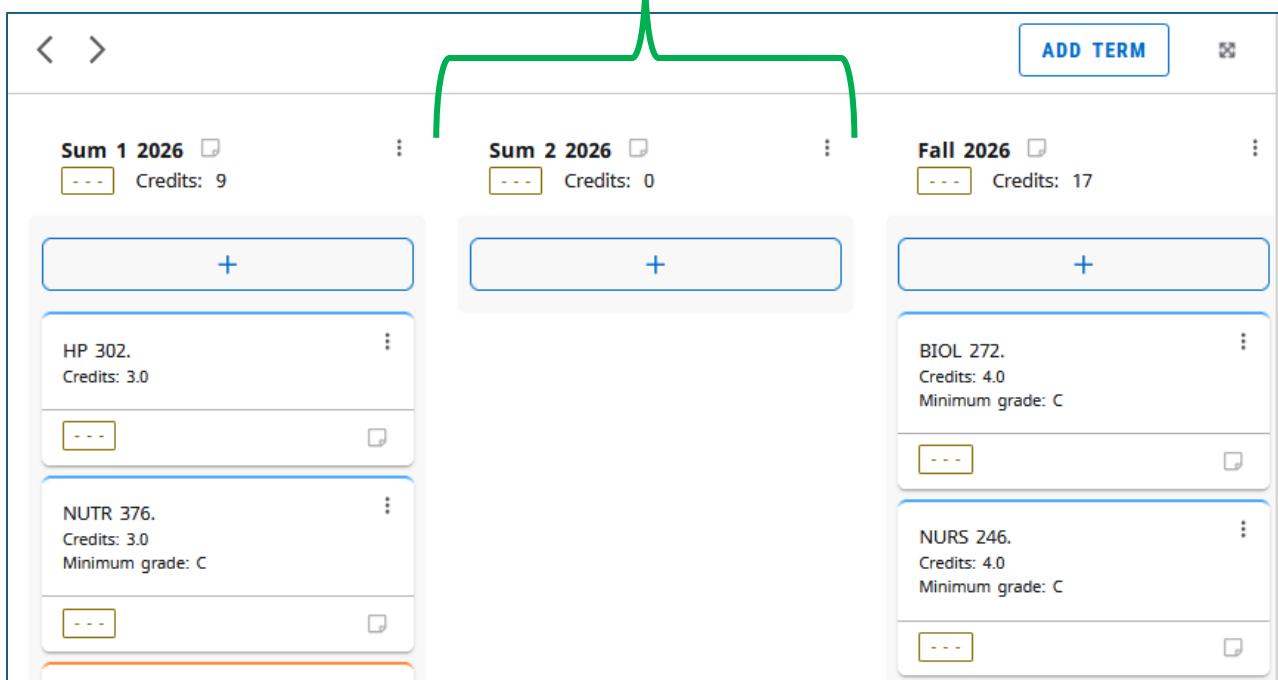
The screenshot shows a 'Terms' window with three term cards: 'Sum 1 2026' (Credits: 9), 'Fall 2026' (Credits: 17), and 'Spring 2027' (Credits: 15). Each card has a 'ADD TERM' button at the top right. The 'ADD TERM' button for the Fall 2026 card is circled in green.

Select the desired term from the drop-down list then click the ADD button.



The screenshot shows an 'Add Term' dialog box. It contains a message 'Please select a term to add to this plan.' and a dropdown menu labeled 'Select term *'. At the bottom are 'CANCEL' and 'ADD' buttons.

The new Term column will be added to the Plan, after which you can add courses, choices, or other requirements.



The screenshot shows the Academic Planner interface with three terms: Sum 1 2026 (Credits: 9), Sum 2 2026 (Credits: 0), and Fall 2026 (Credits: 17). Each term has a '+' button to add courses. Courses listed include HP 302, NUTR 376, BIOL 272, and NURS 246.

Approve and lock Plan (advisors only)

After a student's Plan has been reviewed by their advisor and approved as the Plan the student should follow to successfully complete the program in a timely manner, the advisor should mark the Plan as **Active** and **Locked**. Click the pencil icon beside the Plan Description.

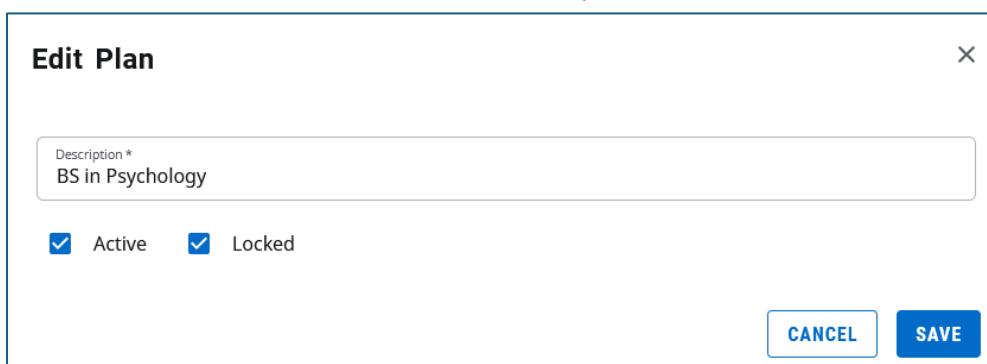


BS in Psychology 

Degree Bachelor of Science
Level Undergraduate
Total planned credits 120.0

Active N | Status Not Locked | Tracking Status NOT DISPLAYED, PLAN IS NOT ACTIVE

Check both the Active box and the Locked box, then click the SAVE button.



Edit Plan

Description *
BS in Psychology

Active Locked

CANCEL SAVE

The Plan status and Tracking Status will be updated.

BS in Psychology

Degree Bachelor of Science
Level Undergraduate
Total planned credits 120.0

Active Y | Status Locked | **Tracking Status** ON TRACK

PLAN LIST **NEW PLAN**

Plan Notes

A Note can be added to the overall Plan (Plan Note), on a specific Term (Term Note), or on an individual course/requirement (Requirement Note).

If a notes icon is blue, additional information has been provided and can be viewed by clicking the icon.

BSN in Nursing

Degree Bachelor of Science
Level Undergraduate
Total planned credits 120.0

Active Y | Status Locked | **Tracking Status** ON TRACK

PLAN LIST **NEW PLAN**

Plan notes



Created on 12/12/2025 

By Sinn, Tracy A **Source** Template

For admission into Nursing: Must have C or better in ENG 101, ENG 201, CMST 101, BIOL 121, BIOL 122, BIOL 272, CHEM 141, PSY 201, NUTR 376, BS SS course. Students must meet SAT/ACT/TEAS requirement for admission. See website for details. Students must have 3.0 GPA in required courses to be considered for the program; substantially higher GPA is recommended for admission. Students who receive a grade less than C in two of the science and/or nutrition courses will not be accepted to the program. Once in the Nursing program, students must receive a C or better in all Nursing classes in order to continue in the program. For more information, see USI's website: <http://www.usi.edu/health/nursing>

Sum 1 2027 ... Credits: 9

Fall 2027 ... Credits: 15

Spring 2028 ... Credits: 16

Requirement Notes

Created on 12/12/2025

By Trible, Linda M **Source** Template

Core 39; select a course approved for either Ways of Knowing/Social Inquiry (SIQ) or BS Skills/Social Science (SS)

Requirement Notes

Created on 12/12/2025

By Trible, Linda M **Source** Template

Core 39; select a course approved for either Ways of Knowing/Social Inquiry (SIQ) or BS Skills/Social Science (SS)

ADD A NEW NOTE

⚠️ Advisors only:

- To add a new Note to a Plan, Term, or Requirement, click the Notes icon (either blue or greyed-out) then click the ADD A NEW NOTE button. Enter the desired text and click the SAVE NOTE button.
- To edit an existing Note, click the blue Notes icon then use the 3 dots menu to select **Edit Note**.

Requirement Notes

Created on 12/12/2025

By Trible, Linda M **Source** Template

Core 39; select a course approved for either Ways of Knowing/Social Inquiry (SIQ) or BS Skills/Social Science (SS)

⋮

View note

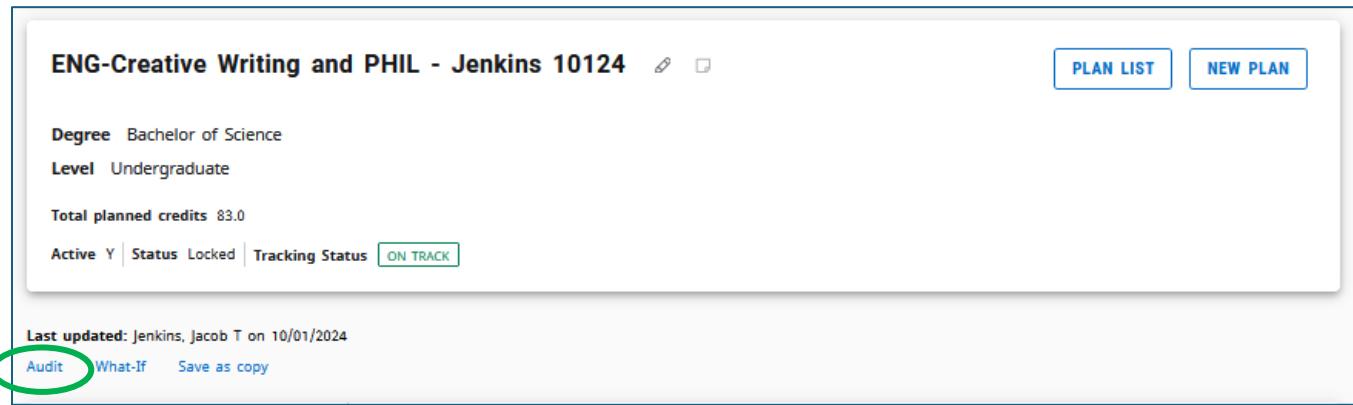
Edit note (highlighted)

Delete note

Running a Planner Audit

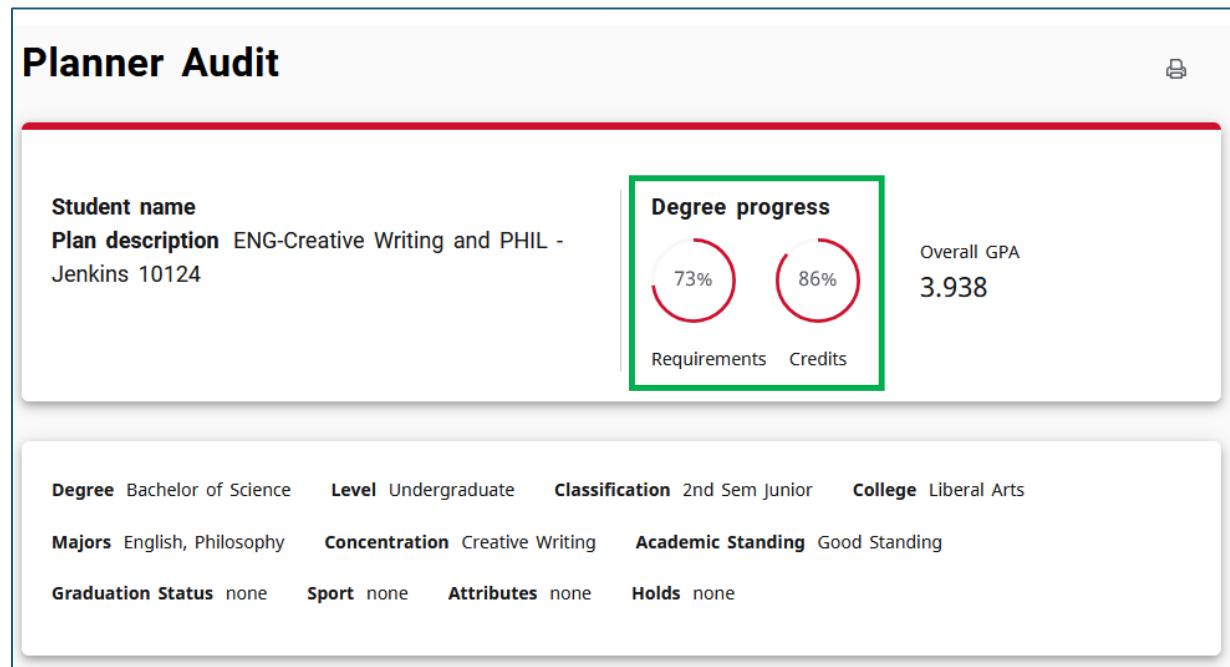
At any stage of the process of building a Plan (from a template or from scratch) or after editing a Plan, either the student or advisor can run an Audit (**Planner Audit**) that utilizes completed coursework and coursework outlined in the Plan. This allows the student/advisor to validate that successfully completing the requirements listed in the Plan will lead to completion of the program.

To run a Planner Audit, click the Audit link just below the Plan details section.



The screenshot shows a web-based application for managing academic plans. At the top, it displays the plan title "ENG-Creative Writing and PHIL - Jenkins 10124" and two buttons: "PLAN LIST" and "NEW PLAN". Below this, there are sections for "Degree" (Bachelor of Science) and "Level" (Undergraduate). It shows "Total planned credits" as 83.0 and indicates the plan is "Active" (Y), "Status" is "Locked", and the "Tracking Status" is "ON TRACK". A note at the bottom says "Last updated: Jenkins, Jacob T on 10/01/2024". At the bottom of the main content area, there are three buttons: "Audit" (which is circled in green), "What-If", and "Save as copy".

A Planner Audit will be run and will open in a new tab or window (depending on your browser settings). The percentages listed in the **degree progress** circles reflect the completeness of the Plan.



The screenshot shows the results of a Planner Audit. At the top, it says "Planner Audit" and has a "Print" icon. Below this, it displays "Student name" and "Plan description" (ENG-Creative Writing and PHIL - Jenkins 10124). To the right, there is a box titled "Degree progress" containing two circles: one for "Requirements" (73%) and one for "Credits" (86%). The "Requirements" circle is highlighted with a green border. To the right of the circles, it shows "Overall GPA" as 3.938. Below this, there is a summary of student details: "Degree" (Bachelor of Science), "Level" (Undergraduate), "Classification" (2nd Sem Junior), "College" (Liberal Arts), "Majors" (English, Philosophy), "Concentration" (Creative Writing), "Academic Standing" (Good Standing), "Graduation Status" (none), "Sport" (none), "Attributes" (none), and "Holds" (none).

Because in progress courses have not yet been graded and the credit has not yet been earned, a Planner Audit will only show a Requirements progress of 100% after a student has completed their entire program.

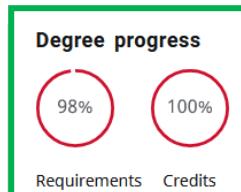


If all requirements needed for the student's declared curriculum have been accounted for in the Plan, the Requirements percentage should be listed as **98%**. If the Requirements percentage is less than 98%, review the Plan and continue editing it as needed. **Remember to update any Choice requirements to select the course the student plans to complete for the choice.**

Planner Audit



Student name
Plan description ENG-Creative Writing and PHIL - Jenkins 10124



Overall GPA
3.938

Within the Planner Audit, courses from future terms in the Plan will be listed with the word **PLAN** in the grade column. The term during which the student should plan to enroll in the course is also listed.

Bachelor of Science Skills Requirement IN-PROGRESS

Credits required: 13 Credits applied: 13 Bulletin term: FALL 2024

NOTE: With the exception of World Languages courses (ARAB, CHIN, FREN, GERM, JPN, LATN, SPAN), courses used to satisfy the Bachelor of Science Skills requirements must have a different prefix than any course used to satisfy the Ways of Knowing requirements.

	Course	Title	Grade	Credits	Term	Repeat
① NATURAL SCIENCE REQUIREMENT (7 hrs with 1 lab)						
①	1 Natural Science Course with Lab	BIOL 105.	Biol Human Concern	PLAN (4)	Spring 2026	
②	Additional Natural Science course	PHYS 101.	Intro Physical Sci	A	3	Fall 2024
③	SOCIAL SCIENCE	PSY 201.	Intro to Psychology	TA	3	Fall 2021
		Transfer ID:	PSY P101 - Transferred Course - Indiana Univ Bloomington			
④	WORLD LANGUAGES AND CULTURE	WLC 155.	Cultural Awareness	A	3	First Summer 2025

Planner What-If Audit

If creating a Plan for a program other than the student's *declared* curriculum, click the What-If link below the Plan details section, select the desired curriculum, and click PROCESS to run a **Planner What-If Audit**.

Planner What-If Audit X

Program

Catalog year * FALL 2025 Program * BS-English Degree * Bachelor of Science

Areas of study

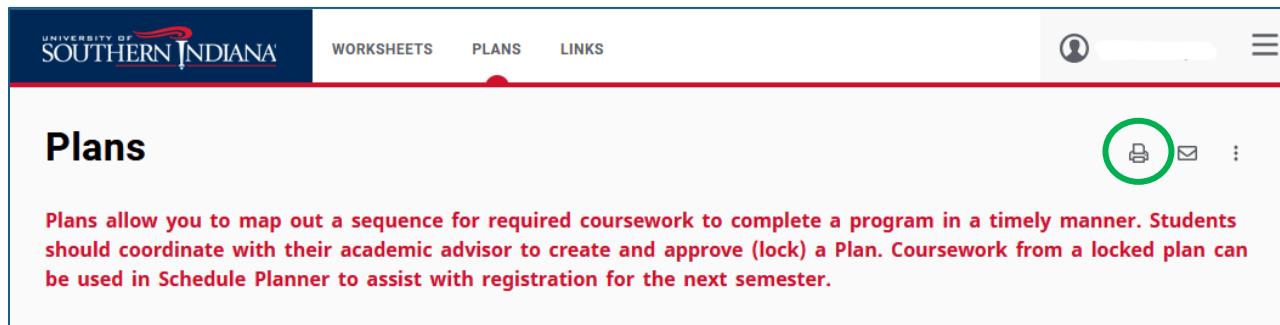
Major * English Concentration * Literature Minor

Additional areas of study

RESET PROCESS

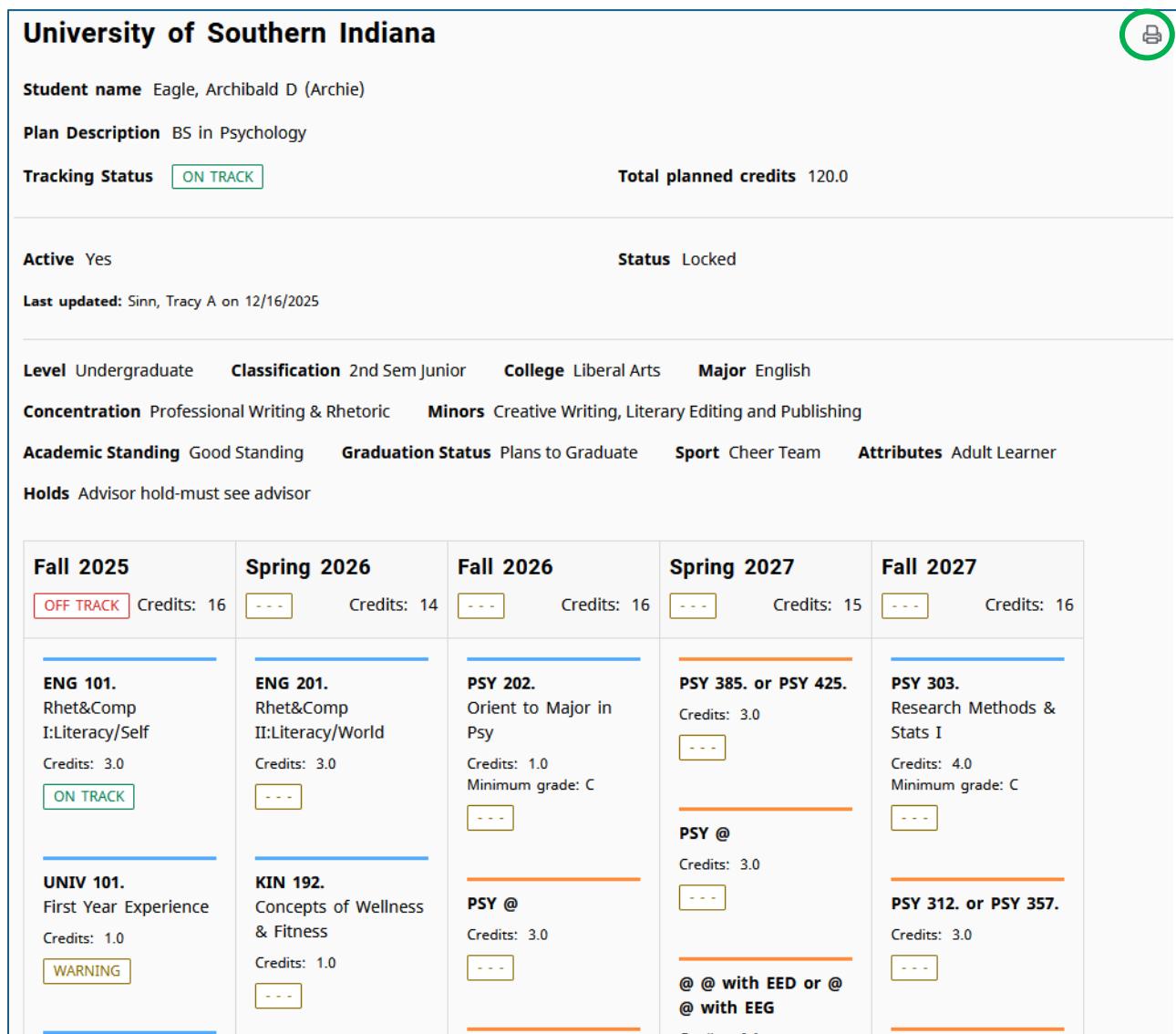
Printing a Plan, Planner Audit, or Planner What-If Audit

To print a Plan, open the desired Plan from the Plan List then click the printer icon (Create PDF).



Plans allow you to map out a sequence for required coursework to complete a program in a timely manner. Students should coordinate with their academic advisor to create and approve (lock) a Plan. Coursework from a locked plan can be used in Schedule Planner to assist with registration for the next semester.

A PDF will be generated that includes all Term columns and requirements in the Plan. Click the printer icon again to make any desired adjustments to the page layout (portrait/landscape) and/or scale (zoom). Send the document to the desired printer for printing or select Save as PDF.



University of Southern Indiana

Student name Eagle, Archibald D (Archie)

Plan Description BS in Psychology

Tracking Status ON TRACK **Total planned credits** 120.0

Active Yes **Status** Locked

Last updated: Sinn, Tracy A on 12/16/2025

Level Undergraduate **Classification** 2nd Sem Junior **College** Liberal Arts **Major** English

Concentration Professional Writing & Rhetoric **Minors** Creative Writing, Literary Editing and Publishing

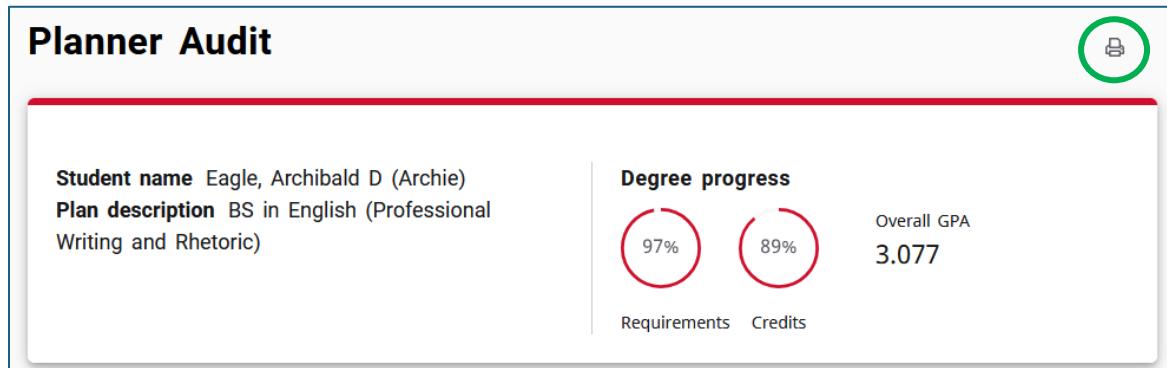
Academic Standing Good Standing **Graduation Status** Plans to Graduate **Sport** Cheer Team **Attributes** Adult Learner

Holds Advisor hold-must see advisor

Fall 2025	Spring 2026	Fall 2026	Spring 2027	Fall 2027
OFF TRACK Credits: 16	Credits: 14	Credits: 16	Credits: 15	Credits: 16
ENG 101. Rhet&Comp I:Literacy/Self Credits: 3.0 ON TRACK	ENG 201. Rhet&Comp II:Literacy/World Credits: 3.0 ---	PSY 202. Orient to Major in Psy Credits: 1.0 Minimum grade: C ---	PSY 385. or PSY 425. Credits: 3.0 --- PSY @ Credits: 3.0 ---	PSY 303. Research Methods & Stats I Credits: 4.0 Minimum grade: C --- PSY 312. or PSY 357. Credits: 3.0 ---
UNIV 101. First Year Experience Credits: 1.0 WARNING	KIN 192. Concepts of Wellness & Fitness Credits: 1.0 ---	PSY @ Credits: 3.0 ---	@ @ with EED or @ with EEG Credits: 3.0 ---	

After running a Planner Audit or Planner What-If Audit, the audit will open in a new tab or window (depending on your browser settings). To print the Planner Audit or Planner What-If Audit, click the printer icon (Create PDF) at the top of the page.

Planner Audit



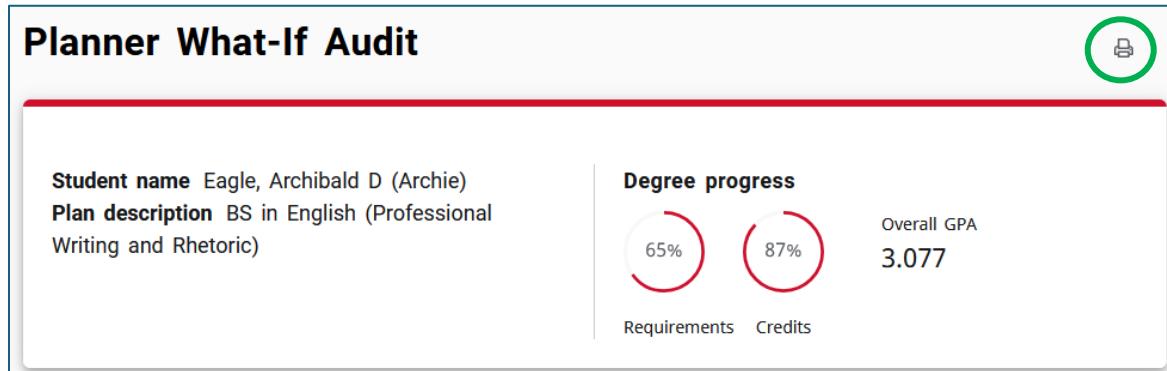
Student name Eagle, Archibald D (Archie)
Plan description BS in English (Professional Writing and Rhetoric)

Degree progress

97%	89%
Requirements	Credits

Overall GPA
3.077

Planner What-If Audit



Student name Eagle, Archibald D (Archie)
Plan description BS in English (Professional Writing and Rhetoric)

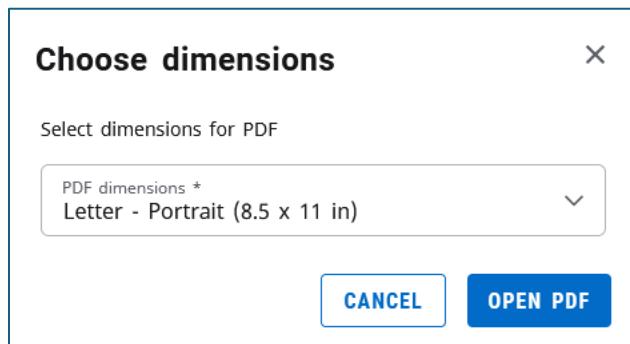
Degree progress

65%	87%
Requirements	Credits

Overall GPA
3.077

From the pop-up box, select the desired orientation for the PDF (the default is letter – portrait) then click the OPEN PDF button.

Choose dimensions



Select dimensions for PDF

PDF dimensions *
Letter - Portrait (8.5 x 11 in)

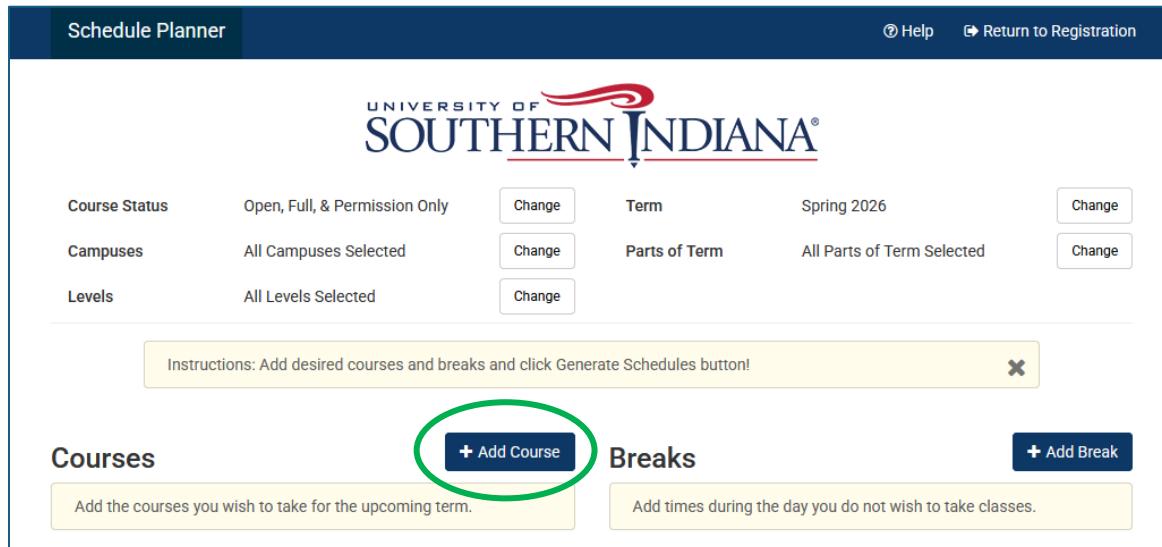
CANCEL **OPEN PDF**

Use your browser's print options to make any desired adjustments to the page layout or scale. Send the document to the desired printer for printing or select Save as PDF.

Using a locked Plan in Schedule Planner

Once a Plan has been approved and locked by an advisor, the student can then pull the list of courses from a term into **Schedule Planner** to assist with building their class schedule for the semester.

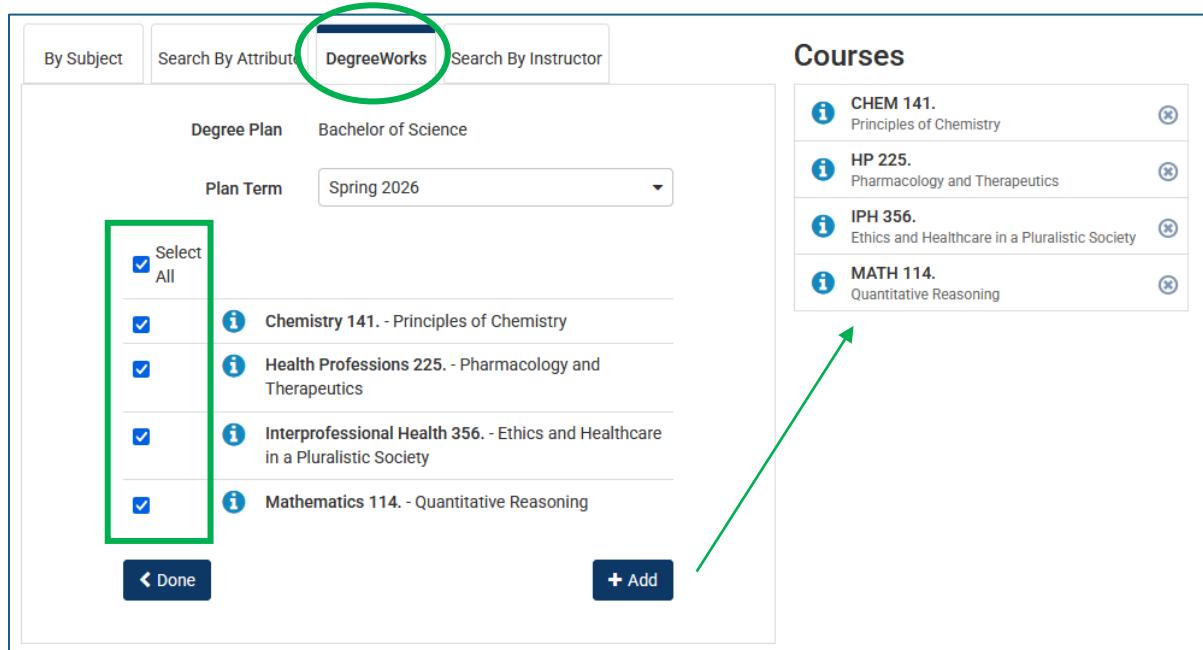
After accessing Schedule Planner via Self Service and selecting the desired term and campus option(s), click the **+ Add Course** button.



The screenshot shows the 'Schedule Planner' interface. At the top, there are filters for 'Course Status' (Open, Full, & Permission Only), 'Term' (Spring 2026), 'Campuses' (All Campuses Selected), 'Parts of Term' (All Parts of Term Selected), and 'Levels' (All Levels Selected). Below these filters is a message box with the text: 'Instructions: Add desired courses and breaks and click Generate Schedules button!' with a close button. The main area is divided into 'Courses' and 'Breaks'. The 'Courses' section contains a box for adding courses with the text 'Add the courses you wish to take for the upcoming term.' and a 'Courses' button. The 'Breaks' section contains a box for adding breaks with the text 'Add times during the day you do not wish to take classes.' and a 'Breaks' button. A green circle highlights the '+ Add Course' button in the 'Courses' section.

Click the **Degree Works tab** to view the courses from the student's Active and Locked Plan. Courses the student's advisor approved to be taken during the selected semester will be listed.

Click the “Select All” checkbox or check the individual classes, then click the **+ Add** button to add them to the Courses section on the right.

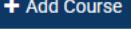


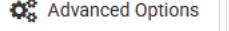
The screenshot shows the 'Degree Works' tab. At the top, there are tabs for 'By Subject', 'Search By Attribute', 'DegreeWorks' (which is circled in green), and 'Search By Instructor'. Below this, the 'Degree Plan' is set to 'Bachelor of Science' and the 'Plan Term' is 'Spring 2026'. On the left, a sidebar shows a list of courses with checkboxes: 'Select All' (checked), 'Chemistry 141. - Principles of Chemistry' (checked), 'Health Professions 225. - Pharmacology and Therapeutics' (checked), 'Interprofessional Health 356. - Ethics and Healthcare in a Pluralistic Society' (checked), and 'Mathematics 114. - Quantitative Reasoning' (checked). A green box highlights the 'Select All' checkbox. At the bottom of this sidebar are 'Done' and '+ Add' buttons. On the right, a list of courses is shown in a 'Courses' section, each with an 'info' icon and a delete icon. The courses listed are: 'CHEM 141. Principles of Chemistry', 'HP 225. Pharmacology and Therapeutics', 'IPH 356. Ethics and Healthcare in a Pluralistic Society', and 'MATH 114. Quantitative Reasoning'. A green arrow points from the '+ Add' button in the sidebar to the '+ Add' button in the 'Courses' section.

If you need to add additional classes that weren't part of the student's Plan for that semester, use the other tabs to search for courses by subject, attribute, or instructor name. When all desired classes appear in the Courses section, click the  button to return to the main page.

 The **Schedules** section allows you to generate one or more class schedules by viewing the sections being offered, the days/times they meet (without a time conflict), and choosing your desired sections. After generating schedules, you can mark the one you prefer as a "favorite" schedule.

Instructions: Add desired courses and breaks and click Generate Schedules button! 

Courses		Breaks	
<input checked="" type="checkbox"/> Select All		<input checked="" type="checkbox"/> Add Break	
<input checked="" type="checkbox"/> CHEM 141. Principles of Chemistry	   	Add times during the day you do not wish to take classes.	
			
<input checked="" type="checkbox"/> HP 225. Pharmacology and Therapeutics	   		
			
<input checked="" type="checkbox"/> IPH 356. Ethics and Healthcare in a Pluralistic Society	   		
			
<input checked="" type="checkbox"/> MATH 114. Quantitative Reasoning	   		
			

Schedules  



 You have modified your course settings or filters. Click  for your changes to take effect. 



When you're ready/eligible to register (and registration is available), select the desired schedule and send the courses to your shopping cart. From the shopping cart, you must click "Register" to complete the registration process. A transaction result will be displayed for each course.

Refer to www.usi.edu/registrar/registration/schedule-planner for more information about Schedule Planner.

Questions?

Students who have questions about requirements for their program (Core 39, major, minor, concentration), building a Plan, progress toward degree completion, course selection for upcoming semesters, or general academic advising should contact their academic advisor in the college of their major for assistance.

Students or advisors who have questions about the Degree Works system itself can visit www.usi.edu/registrar/registration/degeworks for general information and tutorials. If you still have questions, contact the Registrar's Office for assistance.