

Student Guide to Degree Works

SAVE TIME AND
MONEY WITH

DEGREE
WORKS

YOUR PATH TO GRADUATION



It can be hard to know which courses to take to ensure you are on track to graduate. With the help of your advisor, you can create a semester-by-semester plan and easily track your progress using Degree Works, saving you time and money.

GET STARTED AT
degreeworks.usu.edu

UtahStateUniversity.

How to access Degree Works - Page 2

Reading the Student Worksheet - Page 3

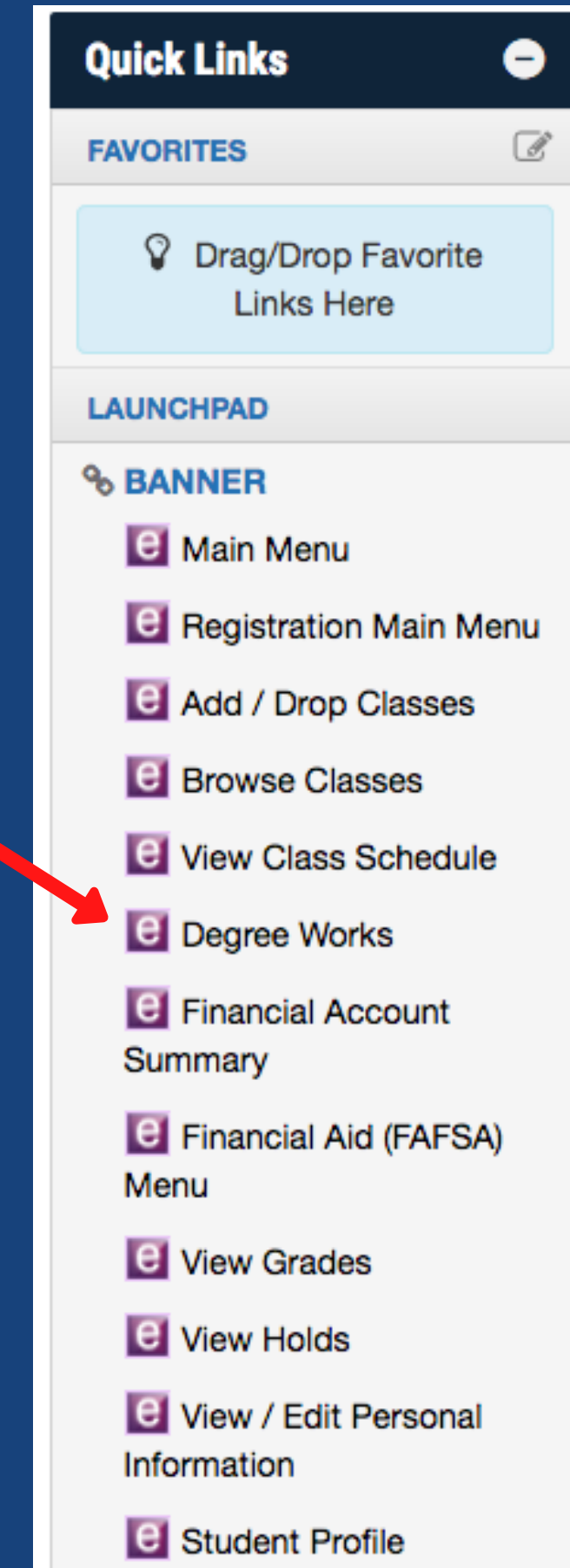
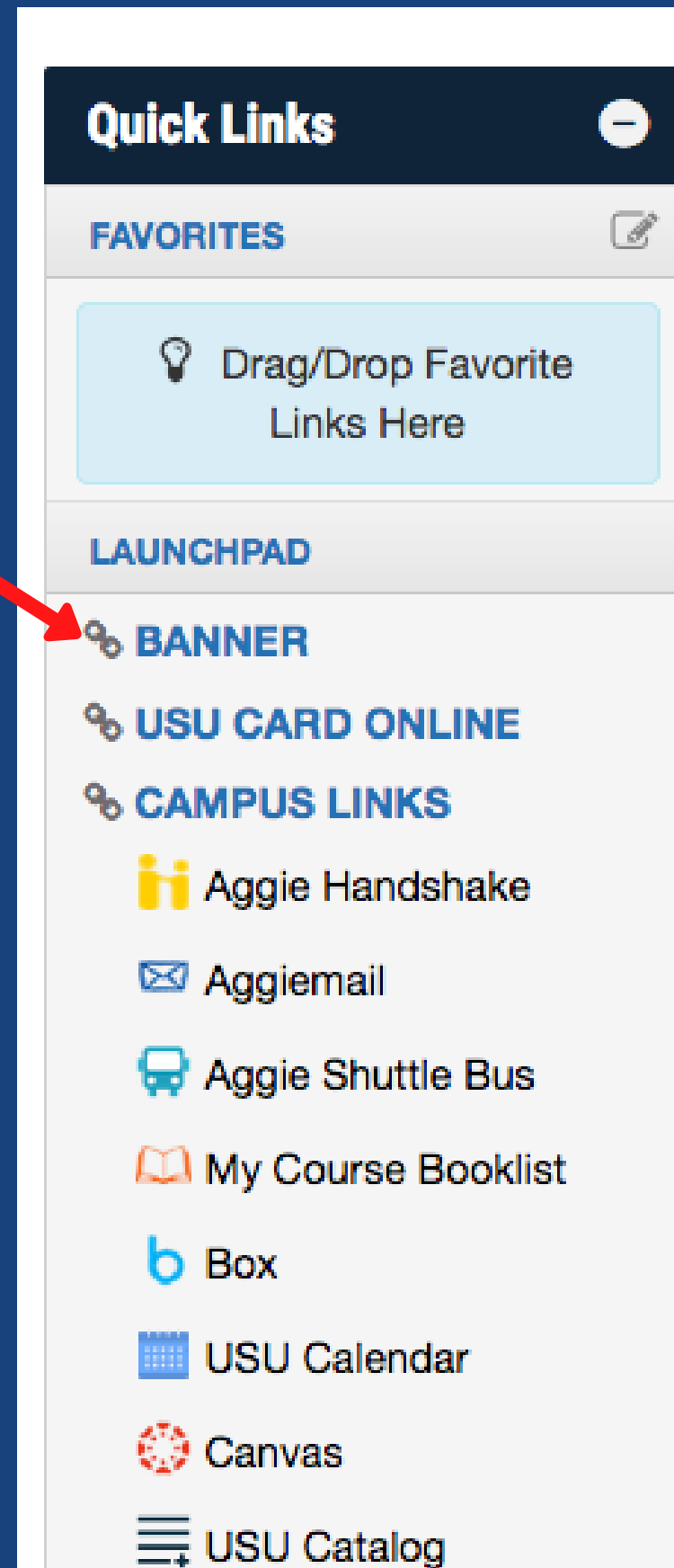
Creating a Semester-by-Semester Plan - Page 8

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Log into Degree Works

- my.usu.edu
- click on Banner
- click on Degree Works



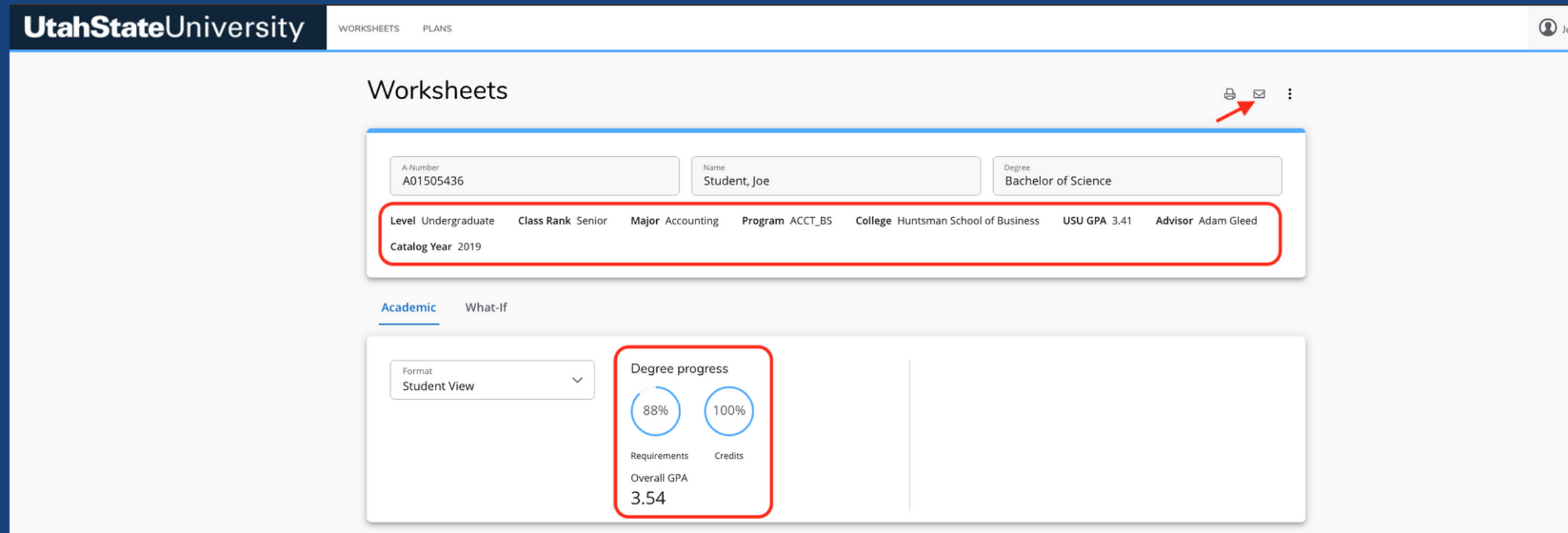
Student Information Header

Your overall GPA appears with the Degree progress percentage circles.

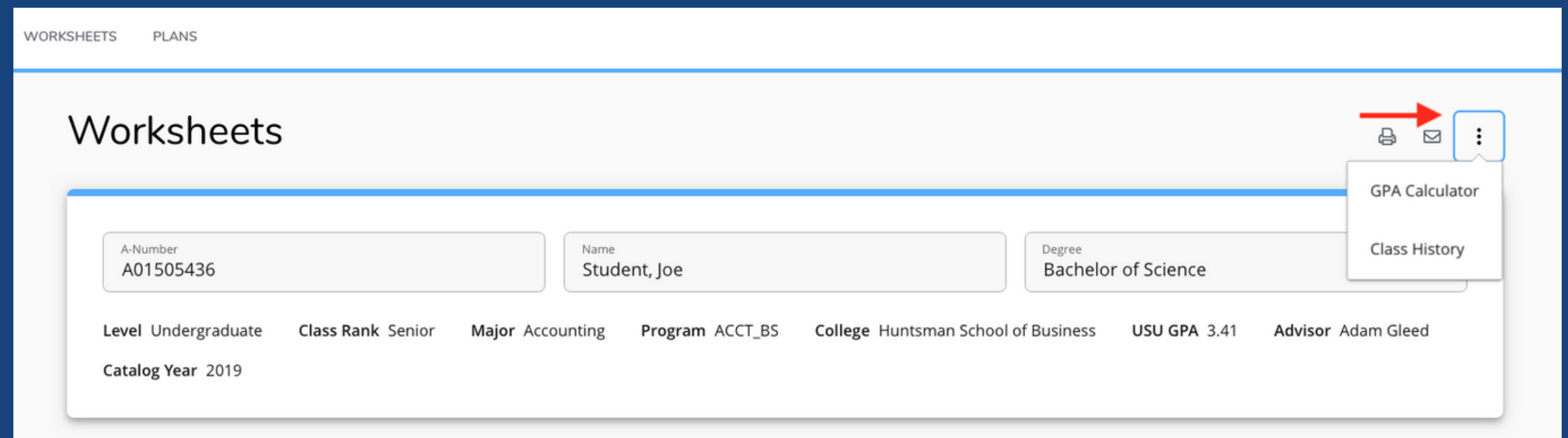
Your USU GPA appears in the student header.

To contact your advisor from your worksheet, click on the small envelope in the upper right corner of the screen.

If you believe some information is missing from the student header or worksheet, please contact your academic advisor.



To use the GPA Calculator or view your Class History, click on the three vertical dots at the upper right corner of the screen.



Requirement Blocks

The blocks will default as expanded (or open and displaying all the information).

If you wish to view just one or avoid scrolling through all of them, select "Collapse all" then click the "V" on the specific block to expand it.

Audit date 4/23/2020 12:31 PM
Diagnostics Student data Save audit Delete audit Collapse all ^

Bachelor of Science INCOMPLETE ^

Credits required: 120 Credits applied: 32 Catalog year: 2019-2020 GPA: 3.53

Unmet conditions for this set of requirements: 120 credits are required. You currently have 32, you still need 88 more credits.
A minimum of 40 upper-division credits are required. You have taken 20 but need 20 more credits.
A minimum of 30 credits must be taken in residence. You have 23 but still need 7 credits.
A minimum of 100 credits of C- or above is required. You have 32 but need 68 more credits.

- Graduation Application
- General Education Requirements **Still needed:** See [General Education Requirements](#) section
- Depth Education Requirements (University Studies) **Still needed:** See [Depth Education Requirements \(University Studies\)](#) section
- Major Requirements **Still needed:** See [Major in Accounting](#) section

Graduation Application - Bachelor of Science INCOMPLETE v

Credits applied: 0 Catalog year: 2019-2020 GPA: 0.00

General Education Requirements INCOMPLETE ^

Credits applied: 9 Catalog year: 2019-2020 GPA: 3.50

Course	Title	Grade	Credits	Term
<input type="checkbox"/> COMMUNICATIONS LITERACY REQUIREMENT 1	Still needed: Choose from 1 of the following:			
<input type="checkbox"/> Introduction to Writing: Academic Prose	1 Class in ENGL 1010			
<input type="checkbox"/> CL1 Requirement Option	1 Class in @ @ with attribute = CL1			
<input type="checkbox"/> COMMUNICATIONS LITERACY REQUIREMENT 2	Still needed: Choose from 1 of the following:			
<input type="checkbox"/> Intermediate Writing: Research	1 Class in ENGL 2010			
<input type="checkbox"/> CL2 Option	1 Class in @ @ with attribute = CL2			

Audit date 4/23/2020 12:31 PM
Diagnostics Student data Save audit Delete audit Expand all v

Bachelor of Science INCOMPLETE v

Credits required: 120 Credits applied: 32 Catalog year: 2019-2020 GPA: 3.53

Graduation Application - Bachelor of Science INCOMPLETE v

Credits applied: 0 Catalog year: 2019-2020 GPA: 0.00

General Education Requirements INCOMPLETE v

Credits applied: 9 Catalog year: 2019-2020 GPA: 3.50

Depth Education Requirements (University Studies) INCOMPLETE v

Credits applied: 0 Catalog year: 2019-2020 GPA: 0.00

Major in Accounting INCOMPLETE v

Credits required: 69 Credits applied: 0 Catalog year: 2019-2020 GPA: 0.00

General Education and University Studies

General Education Requirements INCOMPLETE

Credits applied: 29 Catalog year: 2019-2020 GPA: 3.04

	Course	Title	Grade	Credits	Term	
✓	COMMUNICATIONS LITERACY REQUIREMENT 1					
✓	Introduction to Writing: Academic Prose	ENGL 1010	INTRO TO WRITING (CL1)	B-	3	Fall 2018
✓	COMMUNICATIONS LITERACY REQUIREMENT 2					
✓	Intermediate Writing: Research	ENGL 2010	INTERM WRITING (CL2)	B+	3	Spring 2019
✓	QUANTITATIVE LITERACY REQUIREMENT					
✓	QL Requirement Option 1	STAT 1045	INTRO STAT WITH ALGEBRA (QL)	C	5	Spring 2019
○	Breadth Creative Arts	Still needed:	3 Credits in @ @ with attribute = BCA			
ⓘ	Breadth Humanities	HIST 2210	INTRO TO FOLKLORE (BHU)	NA	(3)	Fall 2020
✓	Breadth Life Sciences	ANTH 1020	BIOLOGICAL ANTH (BLS)	B+	3	Fall 2019
ⓘ	Breadth Physical Sciences	GEO 1380	SCIENCE AND SOCIETY (BPS)	NA	(3)	Summer 2020
✓	Breadth Social Sciences	ANTH 1010	CULTURAL ANTHROPOLOGY (BSS)	A	3	Fall 2019
✓	Breadth American Institutions	USU 1300	US INSTITUTIONS (BAI)	B+	3	Fall 2018
✓	Breadth Integrated Studies	SOC 1010	INTRO SOCIOLOGY (BSS) (SL)	B+	3	Fall 2018

Requirements that have been completed are noted by a green circle with a checkmark.

Requirements still needed are noted by an open red circle.

Requirements in progress are noted by a blue, half-filled circle.

Requirements for your specific catalog year are displayed in the block.






Major and Concentration Blocks

Major in Accounting

INCOMPLETE

Credits required: 69 Credits applied: 0 Catalog year: 2019-2020 GPA: 0.00

Unmet conditions for this set of requirements: 69 credits are required. You currently have 0, you still need 69 more credits.
10 Credits of upper-division major courses required. You presently have 0 and still need 10.
A minimum GPA of 2.5 is required for this major. Your present GPA is 0.00.
Students must receive a C grade or better in all business acumen courses and ENGL 2010. Additionally, students must receive a B or better in ACCT 2010

BUSINESS ACUMEN		
Financial Accounting Principles	Still needed:	1 Class in ACCT 2010
Managerial Accounting Principles	Still needed:	1 Class in ACCT 2020 
Econ Institutions (Macroeconomics)	Still needed:	1 Class in ECN 1500
Intro to Microeconomics	Still needed:	1 Class in ECN 2010  
Big Data Analytics	Still needed:	1 Class in MIS 3300 
Financial Management	Still needed:	1 Class in FIN 3200
Corporate Finance	Still needed:	1 Class in FIN 3400
Foundations of Business & Leadership	Still needed:	1 Class in MGT 3050
Business Law	Still needed:	1 Class in MGT 2050
Leadership	Still needed:	1 Class in MSLE 3800 

The blue, still needed course may be clicked to see a list of scheduled sections for the upcoming semester. The small blue "clipboard" beside a course number indicates there is a prerequisite for the course.

Other Blocks on the Worksheet

General Electives

Credits applied: 8 Classes applied: 1



Course	Title	Grade	Credits	Term
ART 4920	INDEPENDENT PROJECTS	A	8	Summer 2017

Courses Not Used

Credits applied: 0 Classes applied: 1



Course	Title	Grade	Credits	Term
BIOL 1010	BIOL AND THE CITIZEN (BLS)	F	0	Summer 2017

Additional blocks for General Electives, Courses Not Used, In-Progress Classes, Exceptions, and Worksheet Notes are found at the bottom of the worksheet.

How to create a plan in Degree Works

STEP 1: Click the "Plans" tab at the top of the worksheet in Degree Works.

UtahStateUniversity WORKSHEETS **PLANS**

Worksheets

A-Number: A01505436 Name: Student, Joe Degree: Bachelor of Science

Level: Undergraduate Class Rank: Senior Major: Accounting Program: ACCT_BS College: Huntsman School of Business USU GPA: 3.41 Advisor: Adam Glead

Catalog Year: 2019

STEP 2: Once you've selected "Plans", then click the "New Plan" button.



STEP 3: Next, the "Create Plan" pop-up will appear.

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"

(Templates should only be applied by an advisor.)

Create Plan

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



If your advisor has already created a plan for you, a plan list will pull up. You can edit those plans by clicking on the plan name.

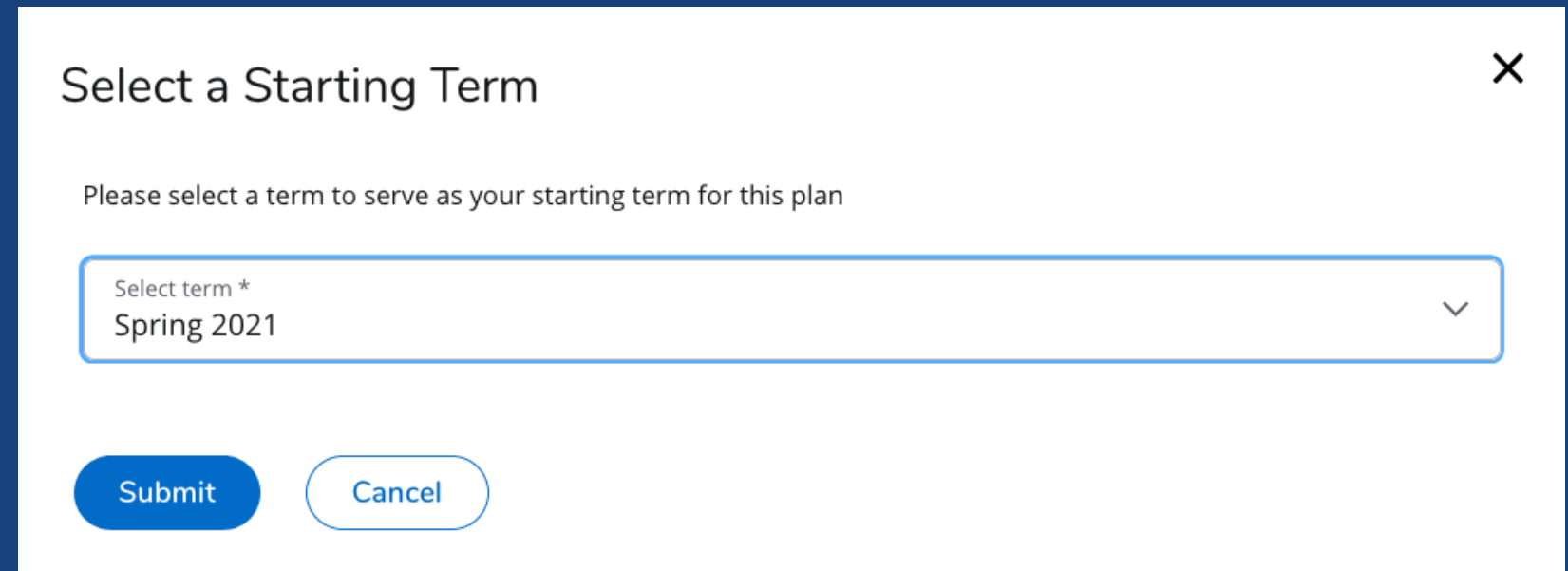
The image shows a "Plan List" table with a "New plan" button. A red arrow points to the "New plan" button. The table has columns for Description, Active, Modified, Who, Degree, Level, and Status. The data rows are:

Description	Active	Modified ↓	Who	Degree	Level	Status
Social Work	Yes	7/20/2020	Youmans, Reid J	BS	UG	Not locked
Agribusiness	Yes	7/12/2020	Student, Joe	BS	UG	Not locked
April Test Plan	Yes	4/30/2020	Gibbons, Toni	BS	UG	Not locked

Page 1 of 1 Total results: 3

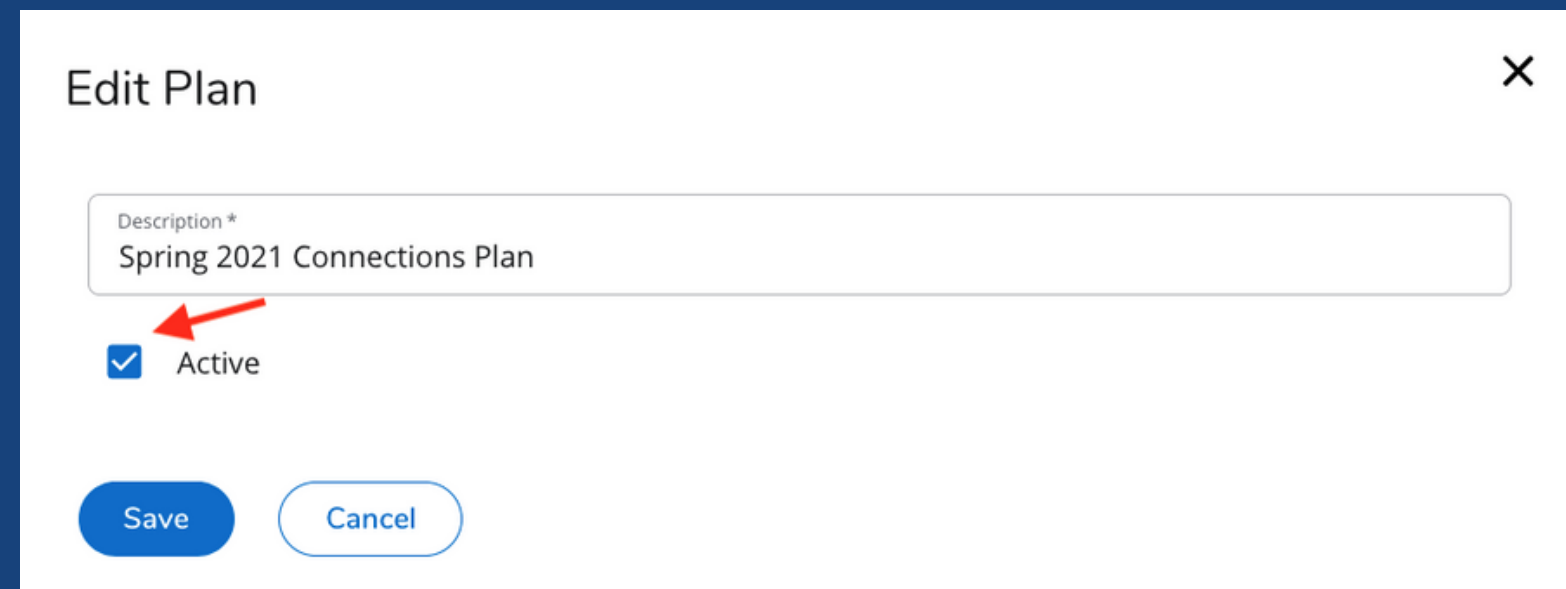
Building the Plan

STEP 1: Select the starting term for the plan from the drop-down menu, then click "Submit".



The screenshot shows a dialog box titled "Select a Starting Term" with a close button (X) in the top right corner. Below the title is the instruction "Please select a term to serve as your starting term for this plan". There is a drop-down menu labeled "Select term *" with "Spring 2021" selected. At the bottom, there are two buttons: "Submit" and "Cancel".

STEP 2: Name the plan in the "Description" box. Consider using the name of your major (like "Accounting").



The screenshot shows a dialog box titled "Edit Plan" with a close button (X) in the top right corner. Below the title is a text input field labeled "Description*" containing the text "Spring 2021 Connections Plan". Below the input field is a checked checkbox labeled "Active", with a red arrow pointing to it. At the bottom, there are two buttons: "Save" and "Cancel".

STEP 3: Mark the plan as "Active".

Outdated/old plans should not be marked active and could be deleted by the advisor or student.

To add additional semesters to the plan, click on the **"Add Term"** button at the far right.
(If you need to delete a semester, click on the three vertical dots to the right of the semester you want to delete then select "delete this term".)

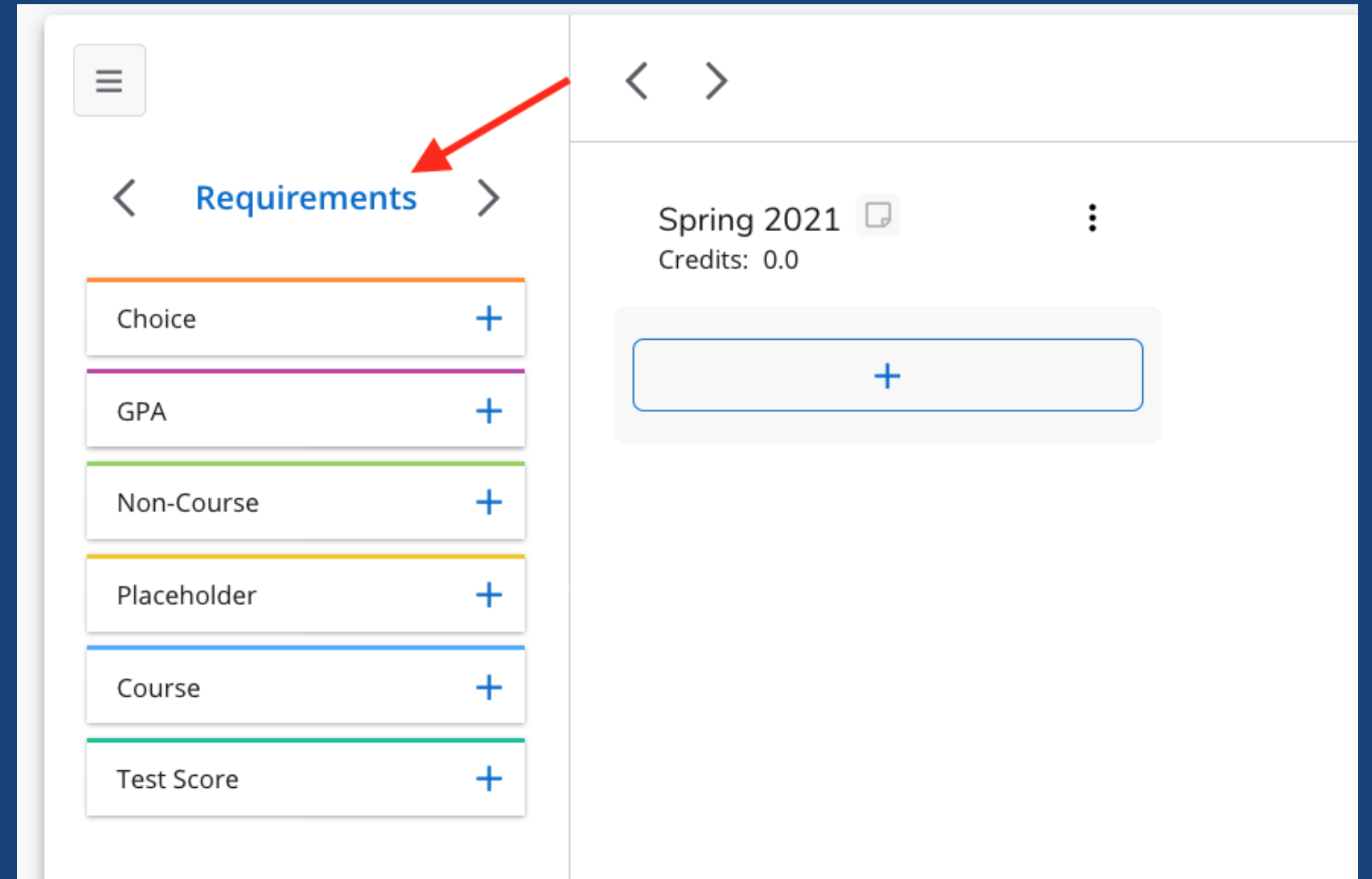
The screenshot displays a user interface for managing academic requirements. On the left, a sidebar titled "Requirements" lists categories: Choice, GPA, Non-Course, Placeholder, Course, and Test Score, each with a plus sign. The main area shows a semester selection for "Spring 2021" with "Credits: 0.0" and a plus sign in a box. In the top right corner, there is an "Add term" button, which is highlighted by a red arrow. A dropdown menu is open for the "Spring 2021" semester, showing three options: "More information", "Delete this term", and "Reassign this term".

Once you have the semesters entered, you can add the planned classes.

There are several requirement options to choose from under the heading "Requirements".

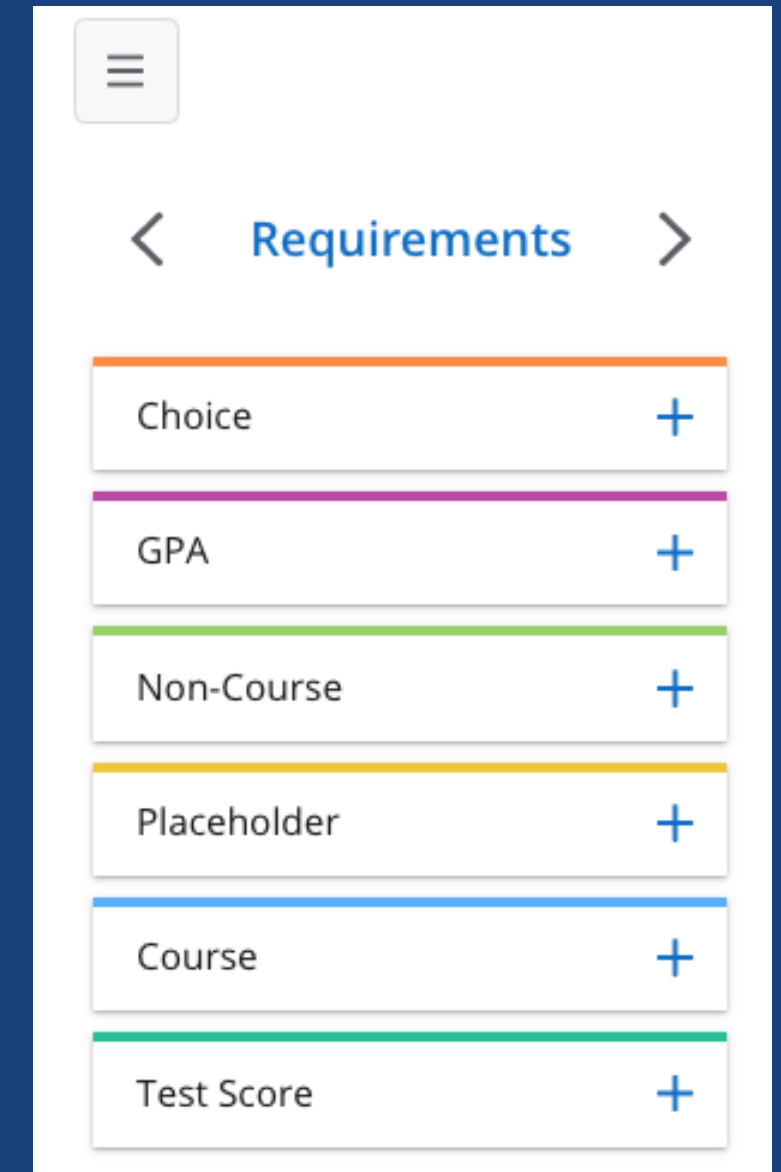
You won't need to use all of these options. Most plans only use:

- Course
- Choice
- Placeholder



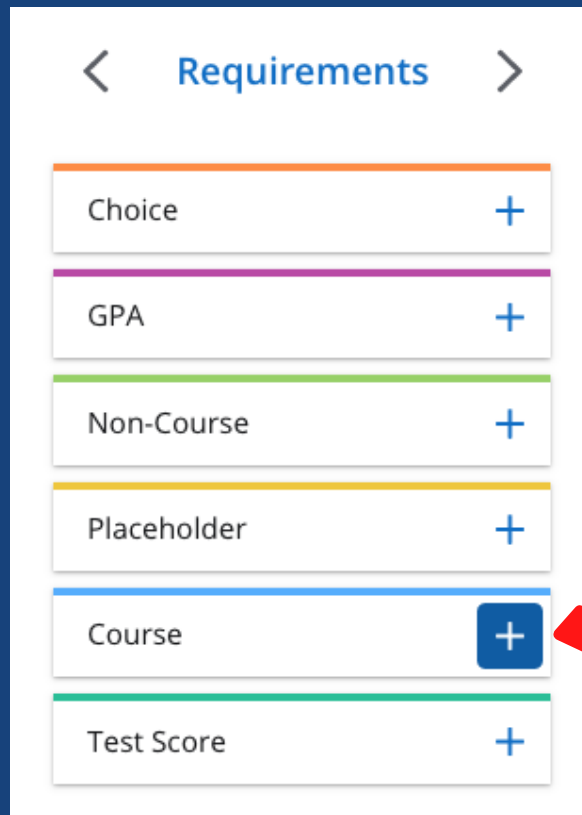
Requirement Options

- **Choice:** Use this when there are several course options that can fulfill a requirement.
 - For example: Student can take STAT 1040 or 1045 for major.
- **GPA:** You can plan for three types of minimum GPAs for a term: Class, Major, Student System Overall GPA.
 - If you don't want to track the GPA requirements or if one of these GPA options doesn't meet your needs, you could use a GPA "Placeholder requirement" instead and add further specifications in the "Value" box.
- **Non-Course:** Plan for non-course items that need to be completed as part of a degree with this requirement.
 - Examples include: GRE Exam, Aleks Math Placement, Engineering Exam, Music Recital, etc. Click on the arrow to see full list.
- **Placeholder:** These requirements are informational only and are not included in tracking.
 - Click on the arrow to see all the options. These can be beneficial because you can select "Elective", "Study Abroad", "Emphasis Course", or other options and can further specify by typing what you want to plan for in the "Value" box. Use the "Wildcard" placeholder option if one of the pre-set options do not meet your needs. This is where you could add "Internship", **Placeholders do not allow for a credit count.**
- **Course:** A single course can be planned for with this requirement. ***You will use this requirement option the most.**
 - A course can be entered manually or from a list of courses by prefix or from a "still needed list".
- **Test Score:** Tests that need to be completed as part of a degree can be planned for with the test requirement.



Note: Some requirements may be input in several ways into a plan, so find what works best for you and your advisor. For example, a test related to a specific major could be put in as a Placeholder, Non-Course, or Test Score.

Adding a course to your plan

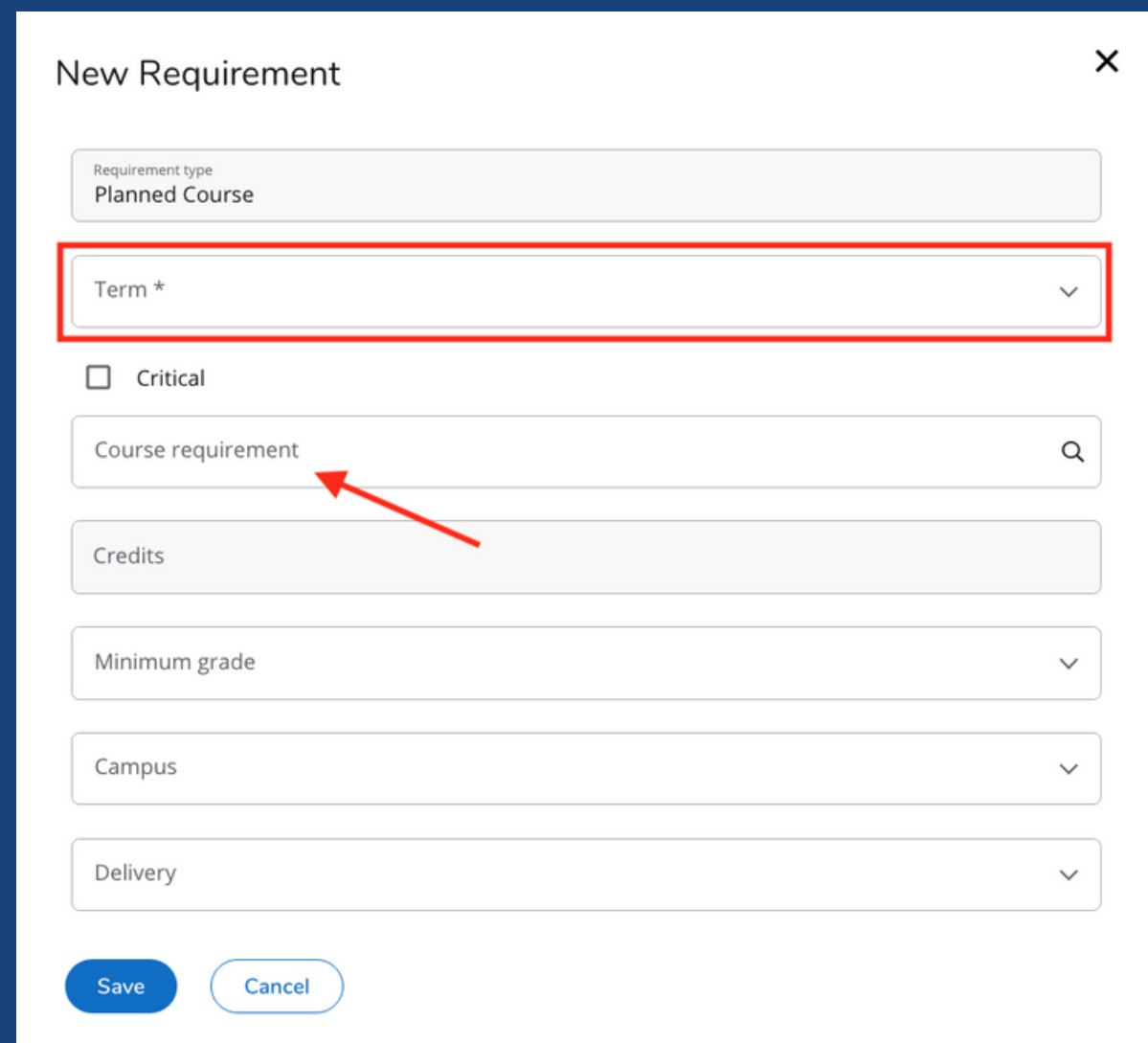


A screenshot of a mobile application interface titled "Requirements". It features a list of requirement types: Choice, GPA, Non-Course, Placeholder, Course, and Test Score. Each item has a plus sign (+) to its right. The "Course" item's plus sign is highlighted with a blue square, and a red arrow points to it from the right.

"Course" will allow you to add a specific course to your plan.

STEP 1: Select the "+" beside the word "Course".

STEP 2: Select the term to add the course to from the drop-down menu.



A screenshot of a "New Requirement" form. The "Requirement type" is set to "Planned Course". The "Term *" dropdown menu is highlighted with a red border. Below it is a checkbox for "Critical", a search field for "Course requirement", and input fields for "Credits", "Minimum grade", "Campus", and "Delivery". At the bottom are "Save" and "Cancel" buttons. A red arrow points to the search field.

New Requirement ×

Requirement type
Planned Course

Term *
Spring 2021

ENGL 2010 Q

You searched for: ENGL 2010

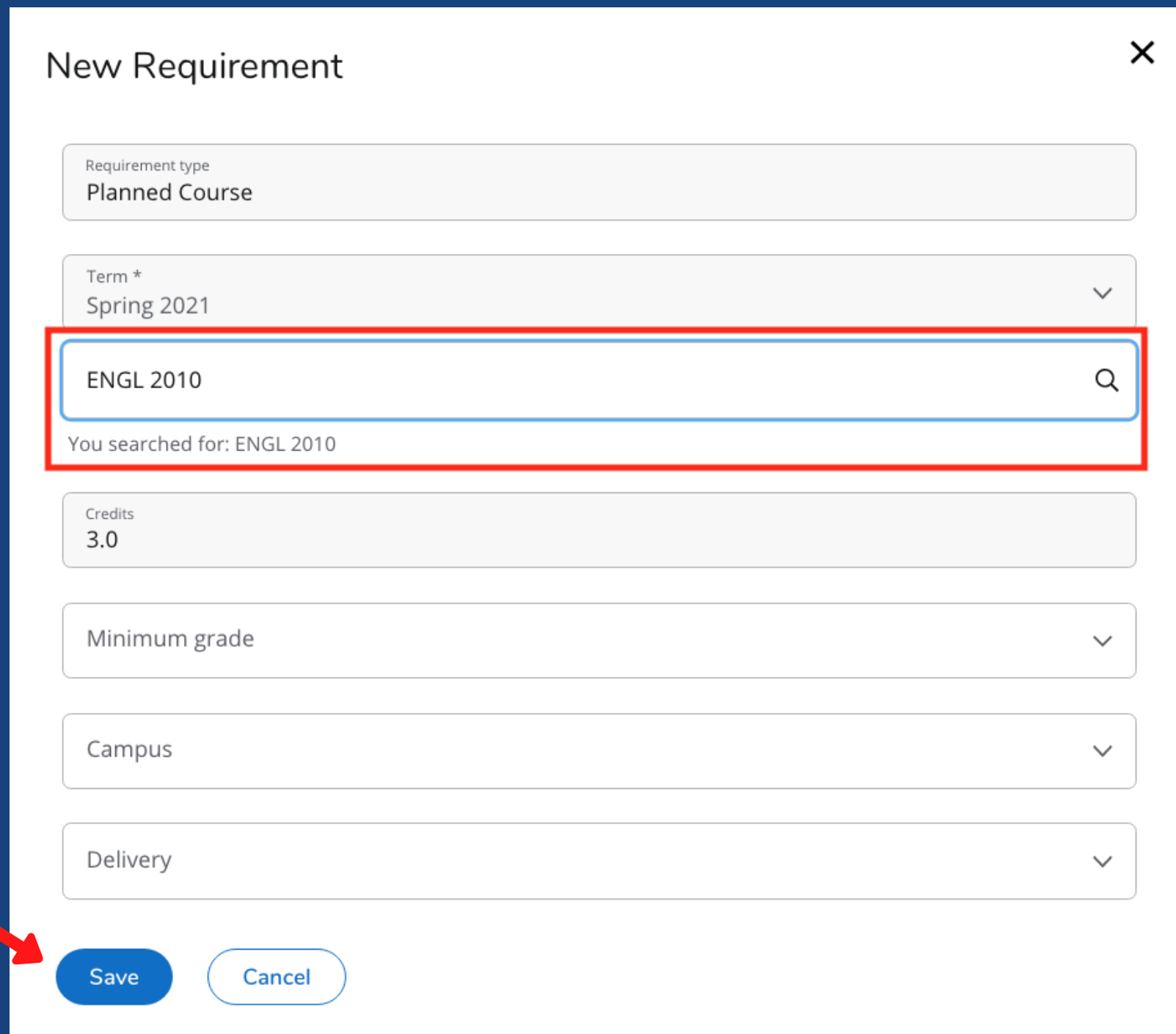
Credits
3.0

Minimum grade

Campus

Delivery

Save Cancel

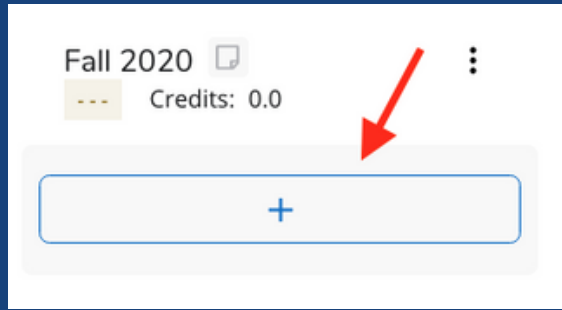


STEP 3: Type the course prefix and course number in the "Course requirement" box. Press enter or wait a moment for the course to appear. Select the course. (In this example, we used ENGL 2010.)

STEP 4: There are other options that can be added to the planned course that are NOT required. You can specify a minimum grade you must receive in the course, the campus where you plan to take the course, and the delivery method such as online, broadcast, or on campus.

STEP 5: Click "Save" to save this course to the semester.

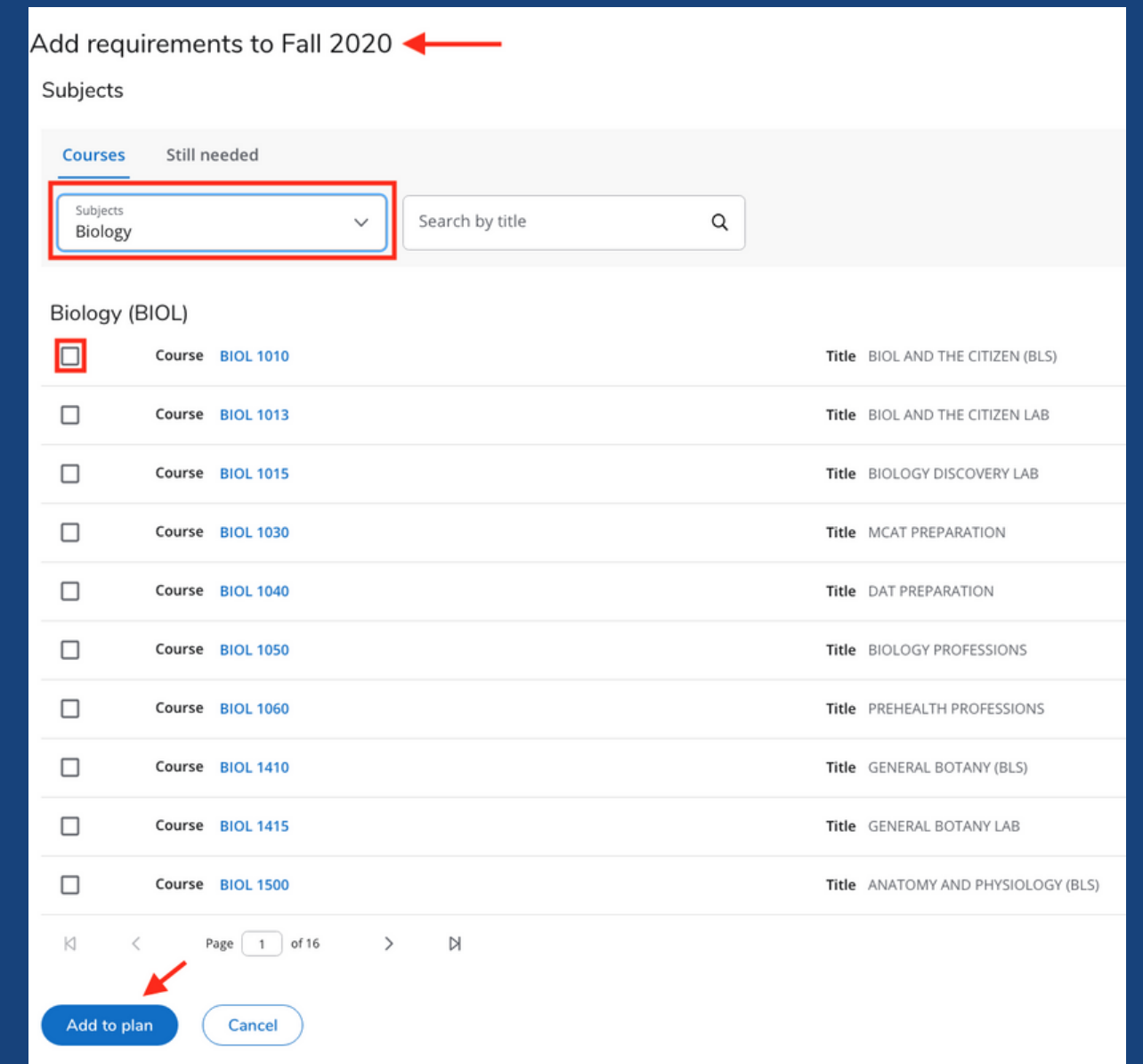
Other Options for Adding Courses



OPTION A: Click on the "+" at the top or bottom of a specific term

From there you can add a single course or multiple courses by:

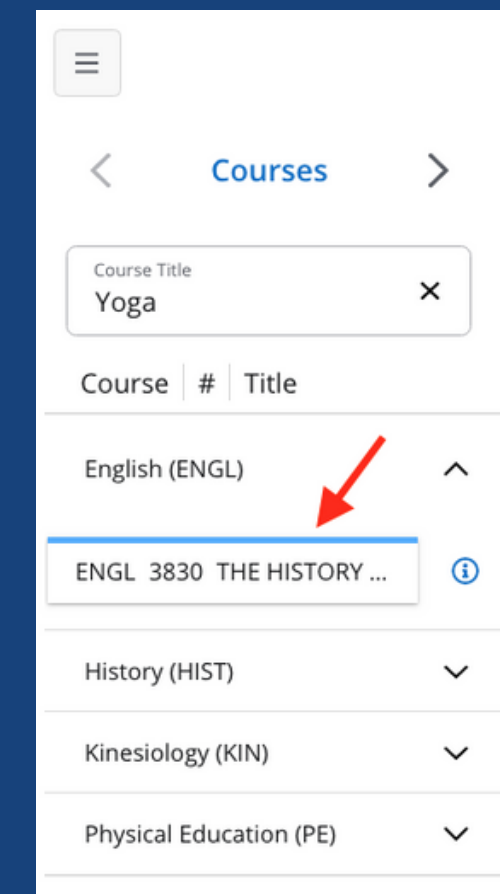
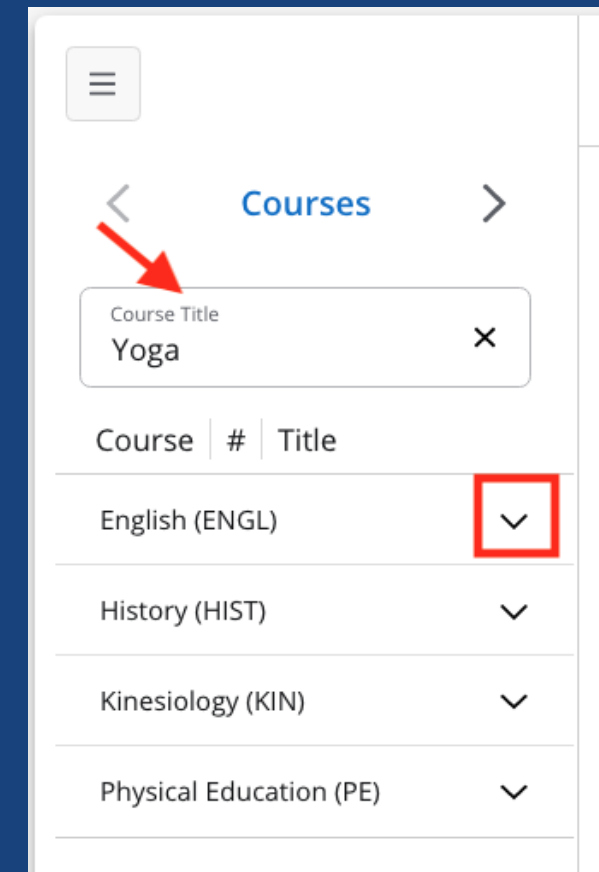
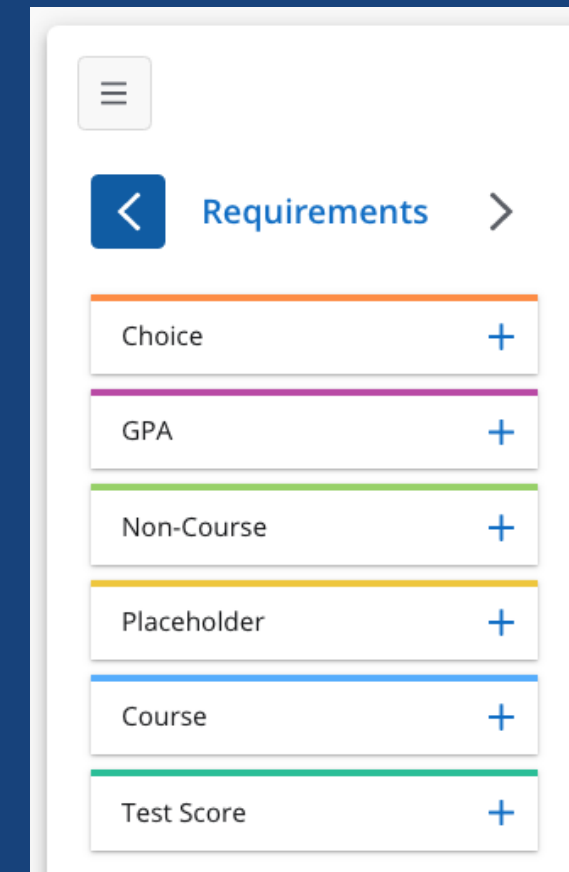
- Typing in the course subject in the "Subjects" box. This will bring up a list of course subjects.
- Select the subject that corresponds to the course prefix (i.e. Biology=BIOL). This will bring up a list of all courses in the selected subject/prefix.
- Click the box beside any/all of the courses you want to add. You can add multiple course subjects to the term before clicking on "Add to plan" at the bottom left. (You can easily uncheck a course or click the "x" beside the course if you change your mind.)
- Courses will be added to the term you are working in and will be displayed in the order they are selected.
- ("Still Needed" is an option on this screen as well, however, at this time ONLY the major/minor requirements are available to add through the "Still Needed" button. Courses still needed in General Education/University Studies do not display here properly. This software defect will be fixed during a future update.)



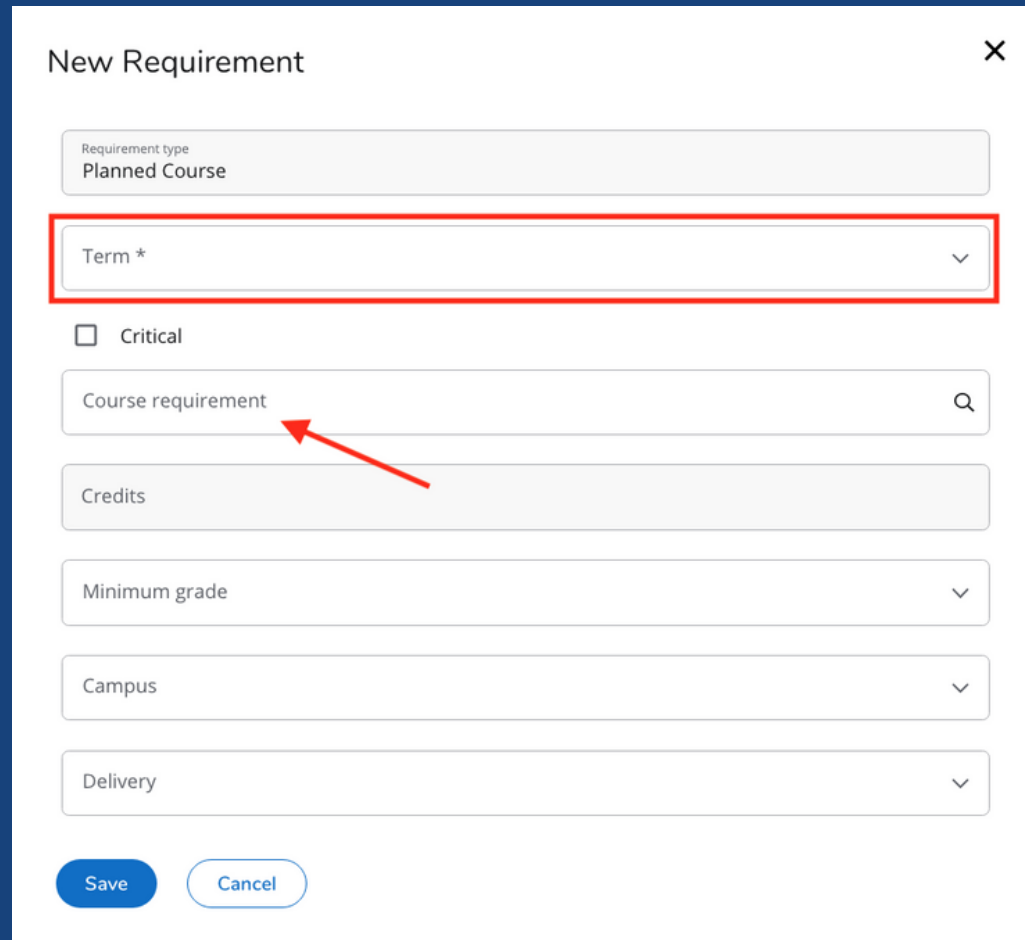
Other Options for Adding Courses

OPTION B: Click on the left arrow beside "Requirements" in the side-bar to reach "Courses"

- Type the course title (or portion of the title) in the "Course Title" box. This will bring up list of courses that contain that word in the title. (Example="Yoga")
- The drop-down will populate with all known active course prefixes in Banner that contain the word "Yoga" (from our example).
- Click the drop-down arrow to the right of the course prefix to see the course. Click and drag the course to the term the course is to be planned in. (Example=ENGL 3830 "The History of Yoga")
- ("Still Needed" is also available by clicking the right arrow beside "Requirements" in the side-bar, however, at this time ONLY the major/minor requirements are available to add through the "Still Needed" option. Courses still needed in General Education/University Studies do not display here properly. This software defect will be fixed during a future update.)



Adding a General Education course



New Requirement

Requirement type
Planned Course

Term *

Critical

Course requirement

Credits

Minimum grade

Campus

Delivery

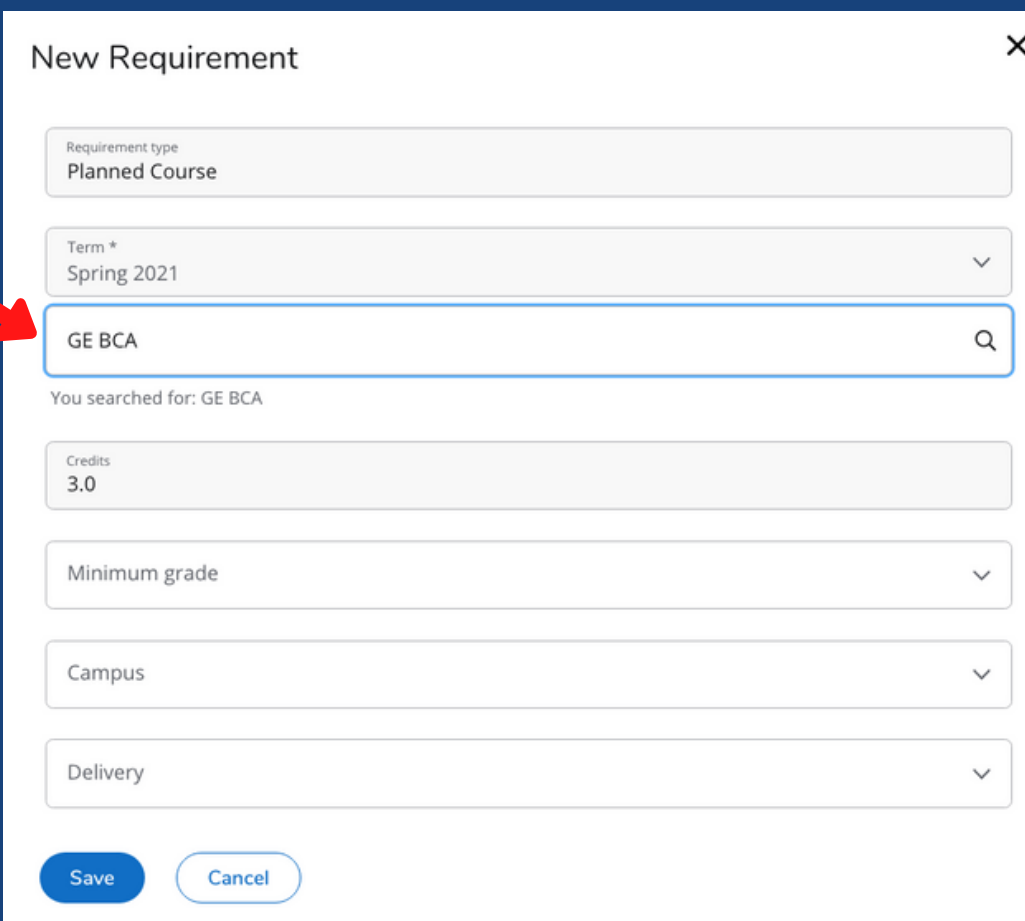
Save Cancel

To plan a for a General Education course where you may select any course that meets the requirement, you may search for a General Education class such as GE BCA and add it to the semester. This will be added to the plan almost like a placeholder so you can decide later which Breadth Creative Arts course you want to take in that semester.

STEP 1: After selecting "Course", select the term to add the course to.

STEP 2: Type in GE and the appropriate attribute in the "Course Requirement" box. (Example: GE BCA for any General Education Breadth Creative Arts course.) Press enter or wait a moment for the course to appear. Select the course.

STEP 3: Click "Save" to save this course to the semester.



New Requirement

Requirement type
Planned Course

Term *
Spring 2021

GE BCA

You searched for: GE BCA

Credits
3.0

Minimum grade

Campus

Delivery

Save Cancel

Adding a Choice

Choice requirements are similar to adding planned courses, but this option allows you to add several choices to choose from in that semester.

STEP 1: Select the "+" beside the word "Choice".

STEP 2: Select the term to add the course to from the drop-down menu.

STEP 3: Type the course prefix and course number in the "Choice Requirement" box.

Press enter or wait a moment for the course to appear. Select the course. (This example is STAT 1040 or STAT 1045).

STEP 4: Click on "Add" to the far right. This will allow you to add an additional course choice (or several choices) to the semester.

STEP 5: Next, type in the other course option as you did the first.

STEP 6: You can also specify the number of credits that you will take from one of these courses.

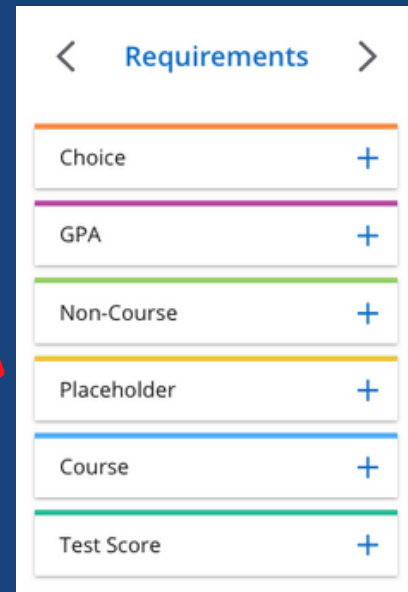
STEP 7: Click "Save" to save this course to the semester.

NOTE:

- Don't use "Add a paired course or lab" unless there is a class that must be taken concurrently, such as MIS 1100 and MIS 2100.
- You MUST select one of the choices and add it as a planned course to your plan before you register for the semester.

The image shows two screenshots from a software interface. The top screenshot is a 'Requirements' menu with a red arrow pointing to the 'Choice' option. The bottom screenshot is the 'New Requirement' form. It has a title bar with a close button. The form contains several fields: 'Requirement type' (Choice), 'Term *' (Spring 2021), and a 'Choice requirement' section. This section has two rows, each with a radio button, a search box containing 'STAT 1040' and 'STAT 1045' respectively, a dropdown menu for 'Attribute', and a trash icon. A red arrow points to the 'Add' button on the right of the first row. Below the rows are 'Add a paired course or lab' links and a 'Clear selection' button. At the bottom, there are input fields for '3.0', 'Minimum grade', and 'Campus', along with 'Save' and 'Cancel' buttons.

Adding a Placeholder



Placeholder requirements are informational only. Many advisors and students find these beneficial because you can select from various options and add specific information in the "value" field.

STEP 1: Select "Placeholder, then select the term from the drop-down menu.

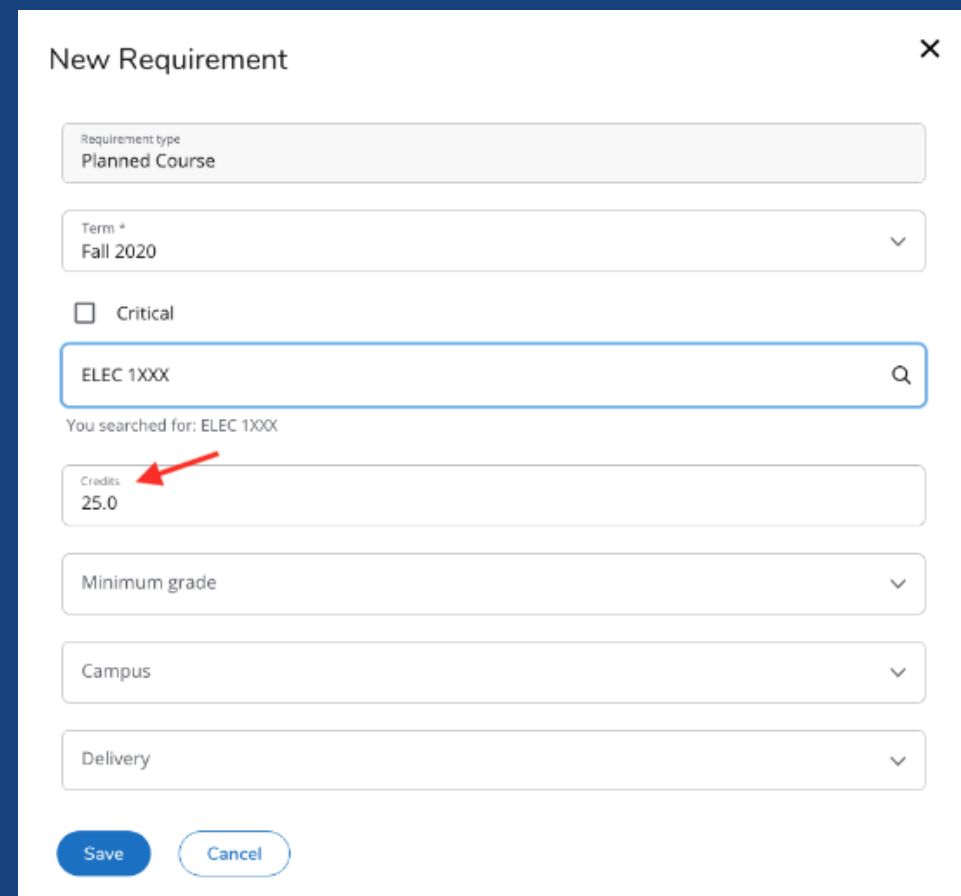
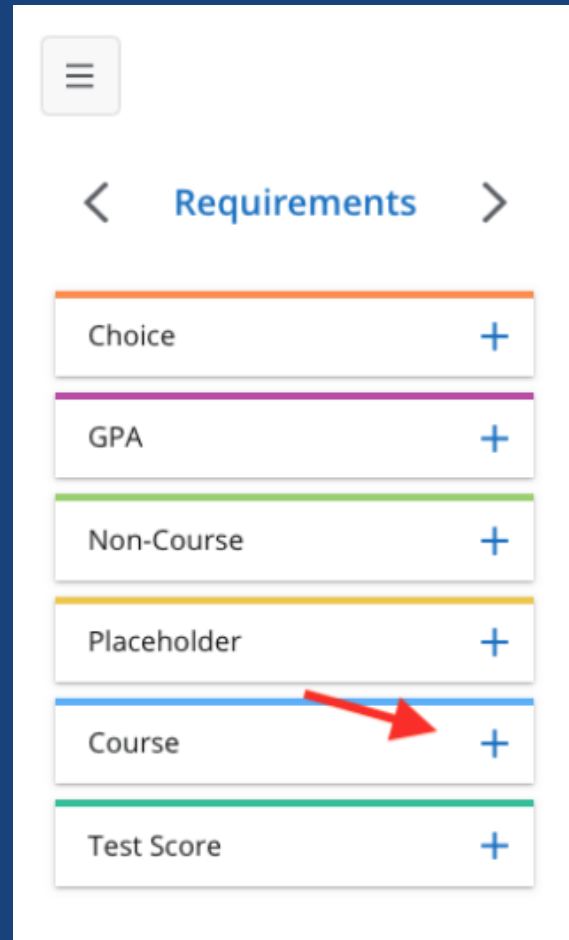
A screenshot of a 'New Requirement' form. The form has a title 'New Requirement' and a close button (X) in the top right corner. It contains four input fields: 'Requirement type' with 'Placeholder' selected, 'Term *' with 'Spring 2021' selected, 'Placeholder *' with 'Apply to Program' selected, and 'Value *' with 'Submit application before October 15.' entered. At the bottom, there are two buttons: 'Save' and 'Cancel'. Two red arrows point to the 'Placeholder *' and 'Value *' fields.

STEP 2: Choose from the list of pre-built placeholder options (our example here is "Apply to Program"). If there is not a Placeholder that works for you, select "Wildcard" and type in the specific information in the Value field. Whatever is added in the "Value" field will display on your plan.

STEP 3: Click "Save" to save the Placeholder to the semester.

VARIABLE CREDIT COURSES

At this time, in order to change a variable credit class from the maximum number of credits that are built for the course in Banner, you will need to add the course from the left sidebar (by selecting "Course").

A screenshot of a "New Requirement" form. The form includes the following fields: "Requirement type" (Planned Course), "Term *" (Fall 2020), a checkbox for "Critical", a search field containing "ELEC 1XXX", a "Credits" field with "25.0" (indicated by a red arrow), "Minimum grade", "Campus", and "Delivery". At the bottom, there are "Save" and "Cancel" buttons.

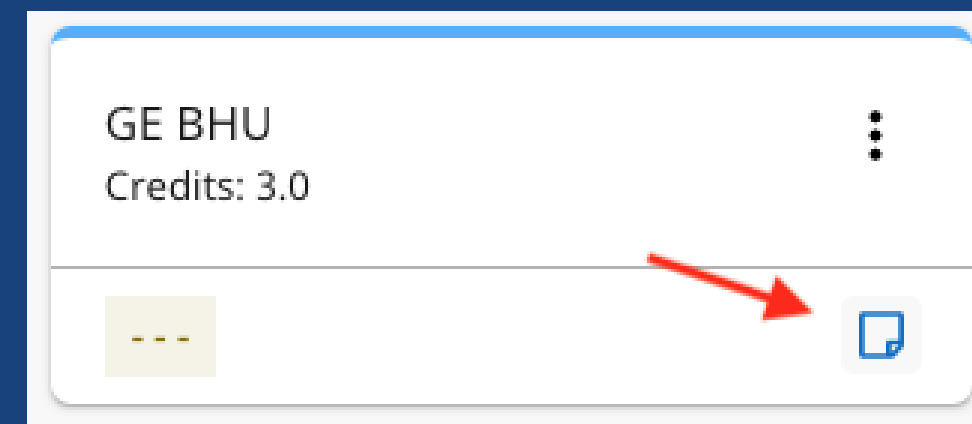
MOVING A COURSE TO ANOTHER TERM

If needed, you can drag and drop requirements to different semesters.

This is beneficial as changes sometimes occur throughout your progression toward your degree. If you did not take a course during the specified semester, simply move it to another semester. The course (or other requirement) may also be reassigned to a different semester via the ellipsis on the top right-hand corner of the class.



ADDING A NOTE TO A COURSE

To add a note to a requirement, click on the paper icon at the bottom right-hand corner of the class. Once the note is saved, the small note icon will be outlined in blue.




Audit View of the Plan

(This view displays your plan as an audit in a separate browser tab, so if you wish to see the plan side-by-side with the audit, you will need to use two screens.)

Accounting   Plan list New plan

Degree Bachelor of Science
Level Undergraduate

Active Yes | Status Locked | Tracking Status 

Last updated: Gibbons, Toni on 7/14/2020

Audit What-If Delete plan Save as copy Create block

General Education Requirements INCOMPLETE

Credits applied: 24 Catalog year: 2019-2020 GPA: 3.66

Course	Status
ENGL 1010	Course has been taken to satisfy requirement
Still needed:	Choose from 1 of the following:
	1 Class in ENGL 2010
	1 Class in @ @ with attribute = CL2
ACTM 1XXX (T)	
ART 1XXX (T)	
Still needed:	Course is still needed (and not planned)
	3 Credits in @ @ with attribute = BHU
GE BLS (IP)	
CHEM 1010 (T)	A transfer course has been applied to satisfy the requirement
ECN 2010 (IP)	
ECN 1500 (IP)	Course has not been taken but is in the student's plan
ART 1010 (IP)	

The Audit view can help you verify completeness of the plan. If a course has been taken, the course will be listed on the left in the respective block (General Education, University Studies, Major, Minor). If the course has not been taken but is found in the student plan, the course will have (IP) beside the course number. "IP" indicates "in plan". A (T) beside a course denotes that it was applied by transfer articulation. If the course is listed as "Still needed" then it has not been taken or added to your plan.

What-If Tool

What-If audits allow you to run a sample degree audit using your current class history. It will allow you to hypothetically change your major or add a minor will look and show how the classes you have already taken will apply.

To access the What-If tool, click on the “What-If” link on the left side of the audit screen under the “Worksheet” tab (next to "Academic") below the student header.

The screenshot shows the 'What-If Analysis' interface. At the top, there are tabs for 'Academic' and 'What-If'. Below the title, there is a checkbox for 'Use current curriculum'. The 'Program' section contains three dropdown menus: 'Level*' (set to Undergraduate), 'Degree*' (set to Bachelor of Science), and 'Catalog year*' (set to 2020-2021). The 'Areas of study' section contains five dropdown menus: 'Major (0/399)', 'Minor (0/221)', 'Concentration (0/167)', 'Program (0/197)', and 'Liberal learning (0/3)'. The 'Future classes' section has two input fields for 'Subject' and 'Number', followed by an 'Add' button. At the bottom, there are two checked checkboxes for 'In-progress classes' and 'Preregistered classes', and two buttons: 'Process' and 'Reset'.

Once on the What-If screen you will be able to use the drop-down menu boxes to select the desired Level, Degree, Catalog Year, Major, Minor, and Concentration. To remove any of your choices, simply uncheck the choice.

After selecting the desired criteria, press the “Process” button. Degree Works will then take your entire course history and apply it to an audit with the newly selected options. (Any wrong combination of degree, major, minor, or concentration may return no results.)

Once the new audit has been generated, you will notice that all of the selections will appear as if it were a real audit on the Worksheet page, including completed coursework applied to the prospective major/minor and courses that would still be needed.

To run a What-If with different options, click "Reset" at the bottom of the selection box. When you are done reviewing the What-If, simply select "Academic" to return to your normal worksheet.

Contact your academic advisor if you have questions on how to run a "What-If".