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

Utah State University

August 2020

Log into Degree Works

- my.usu.edu/dashboard
- click on the Academic Records drop down
- click on Degree Works

Tools   View all

📁 Common Tools ▸

💼 Employee ▸

🎓 Academic Records ▾

📄 Degree Works

👤 Student Profile

✔️ View Grades

▦ View Transcript

▦ Order Transcripts
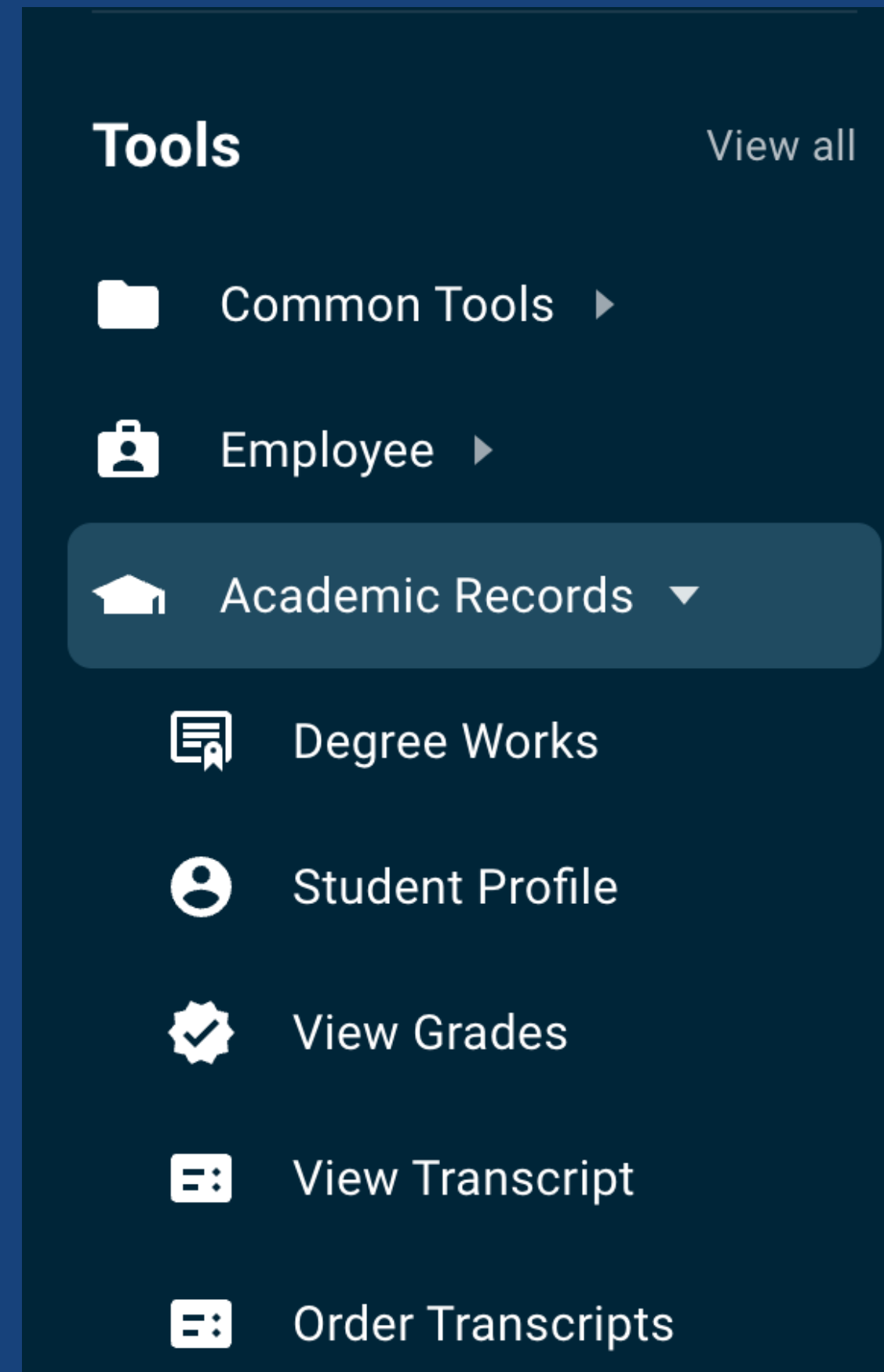
Student Information Header

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.

General Education and University Studies

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.

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 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

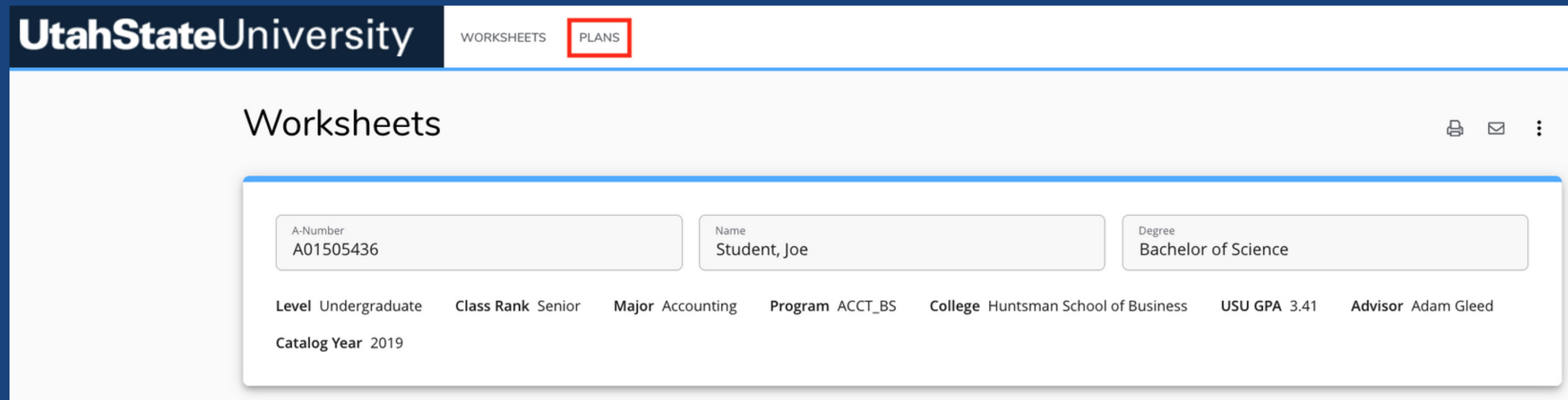| Course	Title	Grade	Credits	Term
BIOL 1010	BIOL AND THE CITIZEN (BLS)	F	0	Summer 2017

Additional blocks for General Electives, Courses Not Used, In-Progress Classes, Exceptions, and Worksheet Notes are found at the bottom of the worksheet.
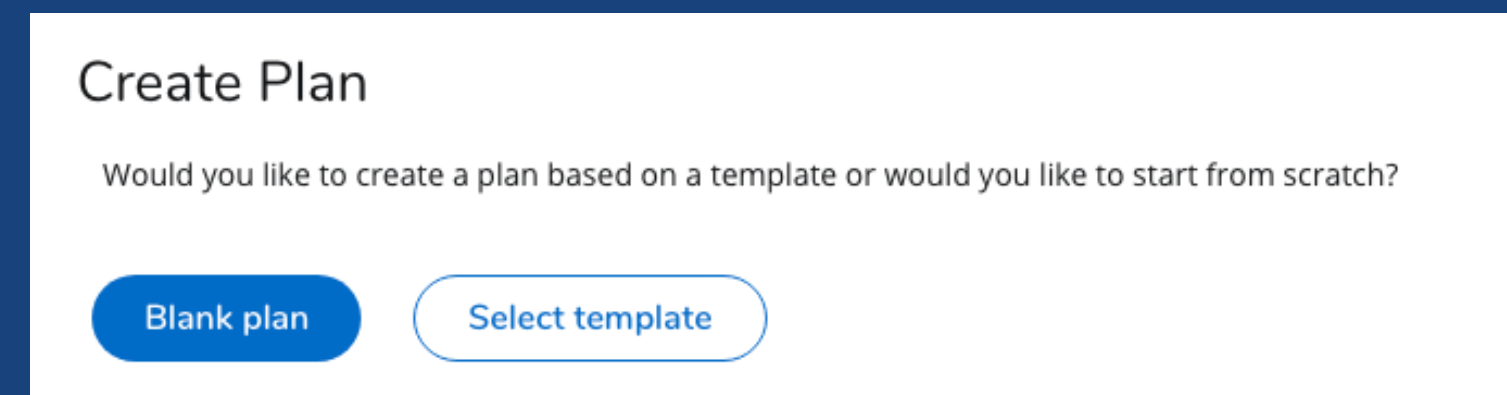
How to create a plan in Degree Works

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

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

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

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?

Blank plan **Select template**

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.

New plan

Plan List

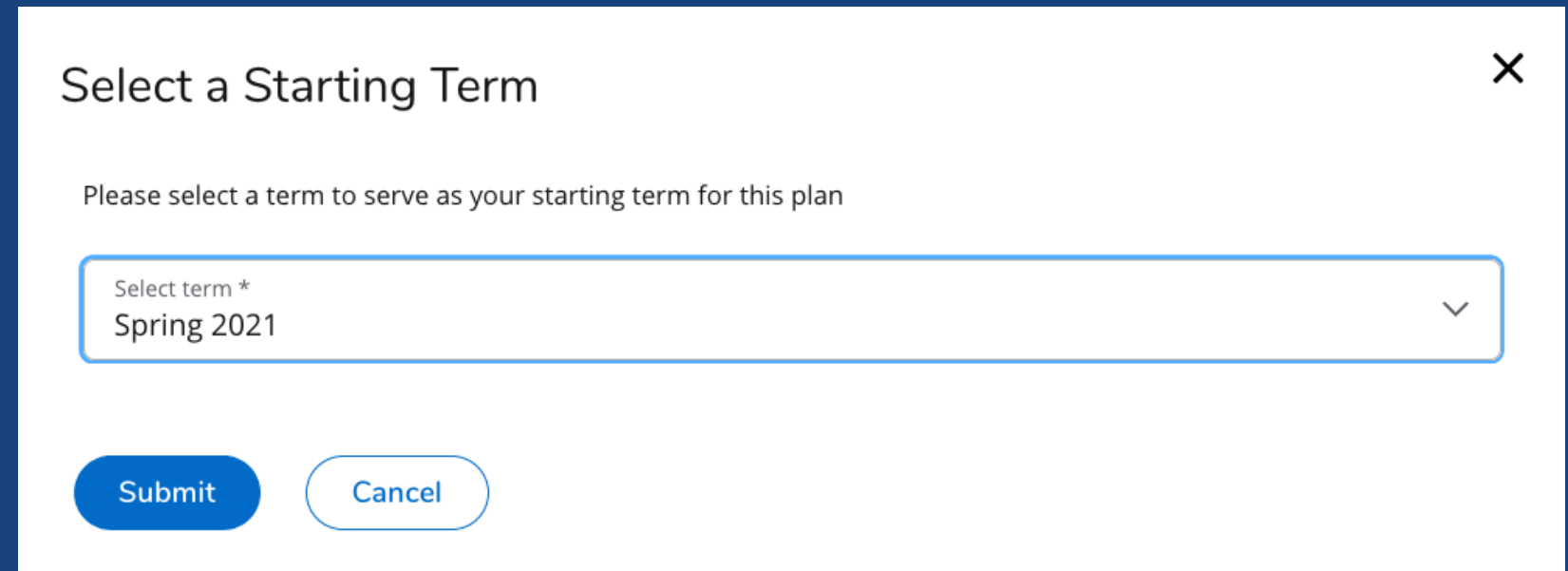| Description	Active	Modified ↓	Who	Degree	Level	Status
Social Work	Yes	7/20/2020	Youmans, Reid J	BS	UG	Not locked
Agribusiness	Yes	7/12/2020	Student, Joe	BS	UG	Not locked
April Test Plan	Yes	4/30/2020	Gibbons, Toni	BS	UG	Not locked

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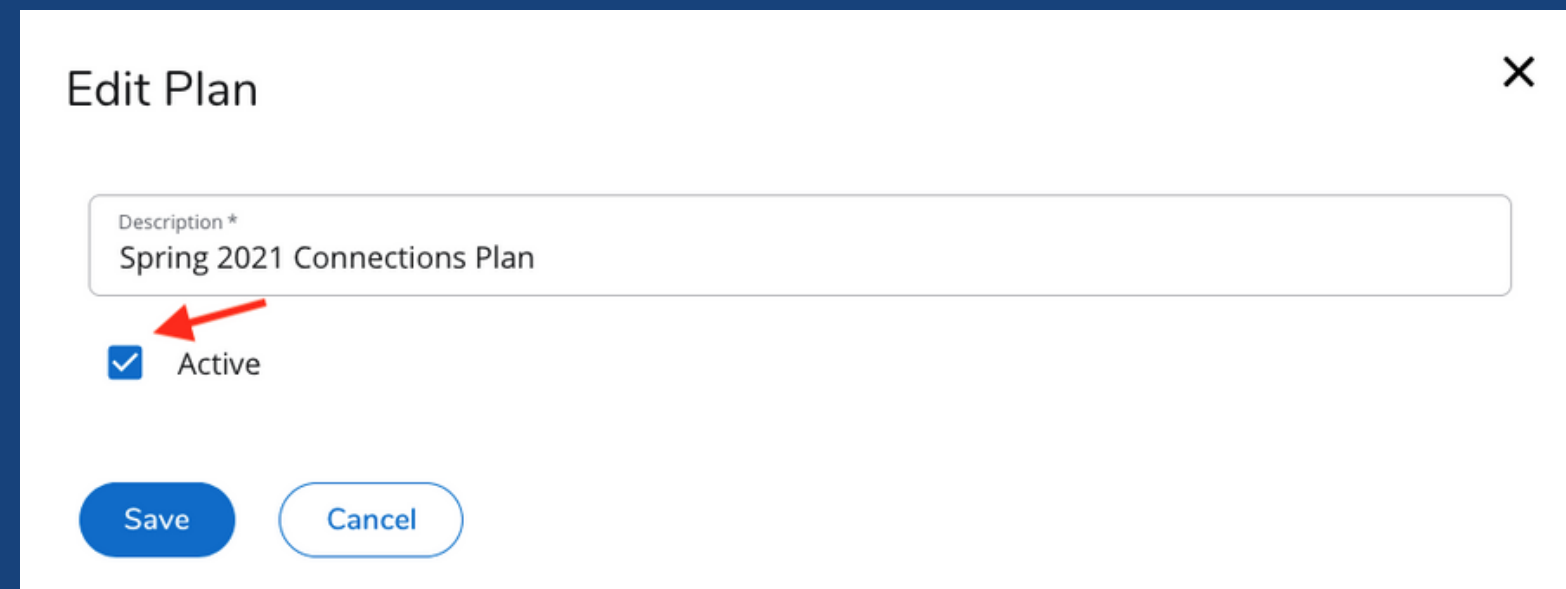
STEP 2: Name the plan in the "Description" box. Consider using the name of your major (like "Accounting").

STEP 3: Mark the plan as "Active".

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

Select a Starting Term ✕

Please select a term to serve as your starting term for this plan

Select term *
Spring 2021

Submit   Cancel

Edit Plan ✕

Description *
Spring 2021 Connections Plan

☑ Active

Save   Cancel

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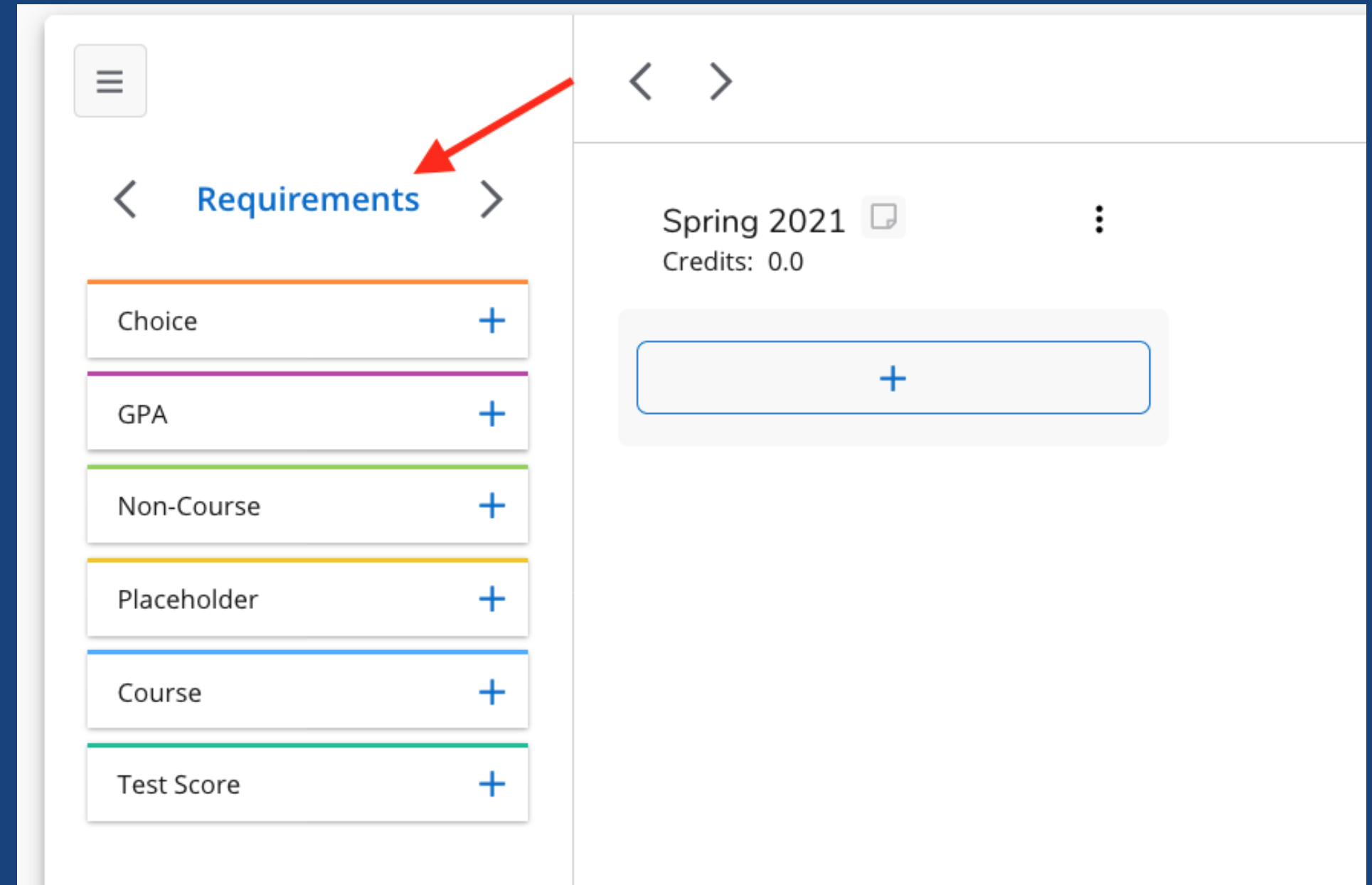
Once you have the semesters entered, you can add the planned classes.

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:
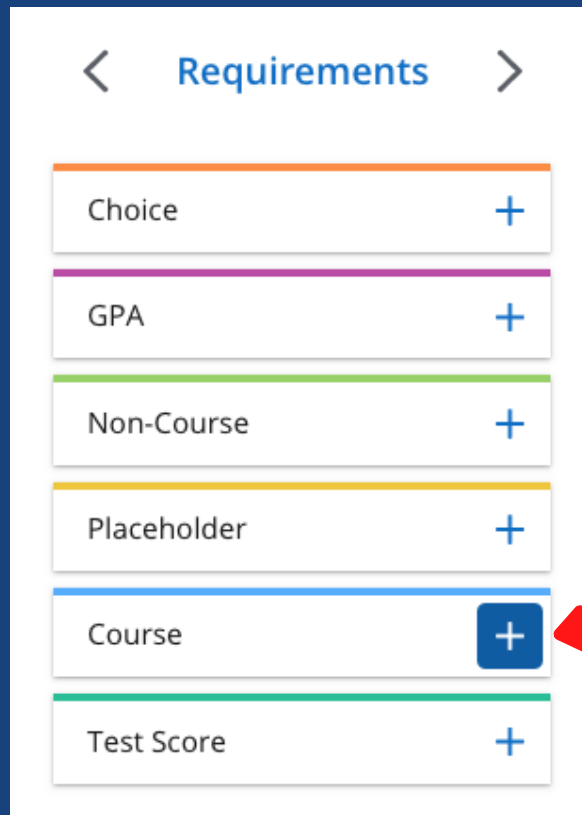- **Course**
- **Choice**
- **Placeholder**

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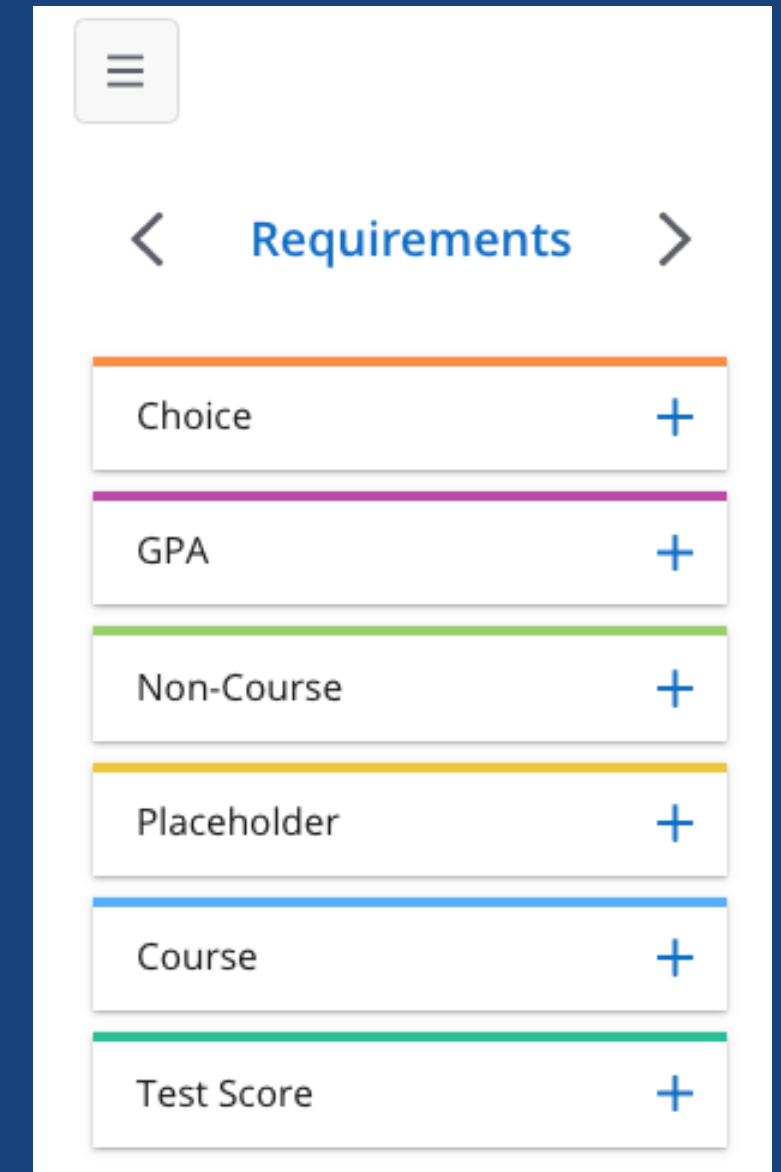
Note: Some requirements may be input in several ways into a plan, so find what works best for you and your advisor. For example, a test related to a specific major could be put in as a Placeholder, Non-Course, or Test Score.
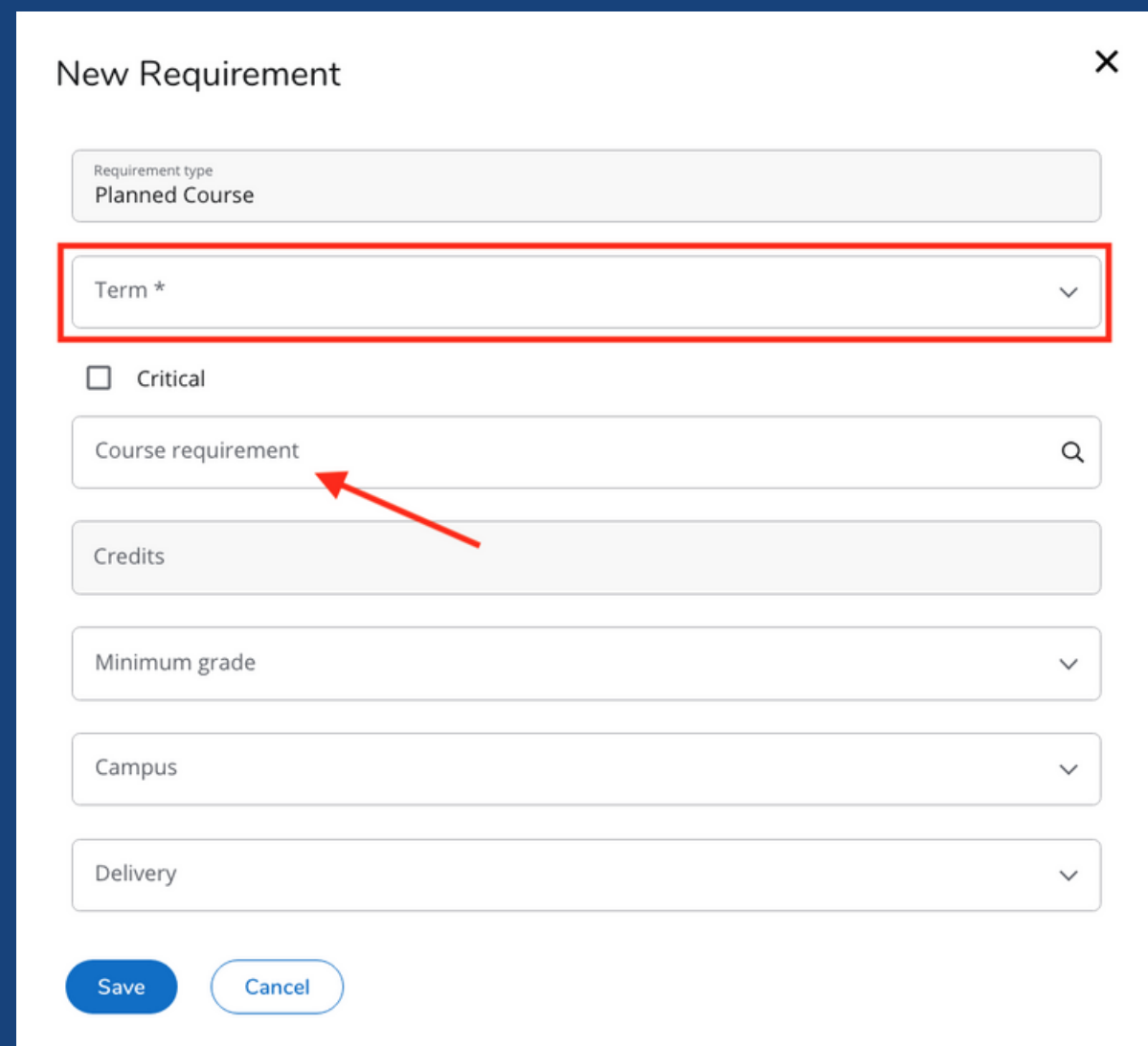
Adding a course to your plan

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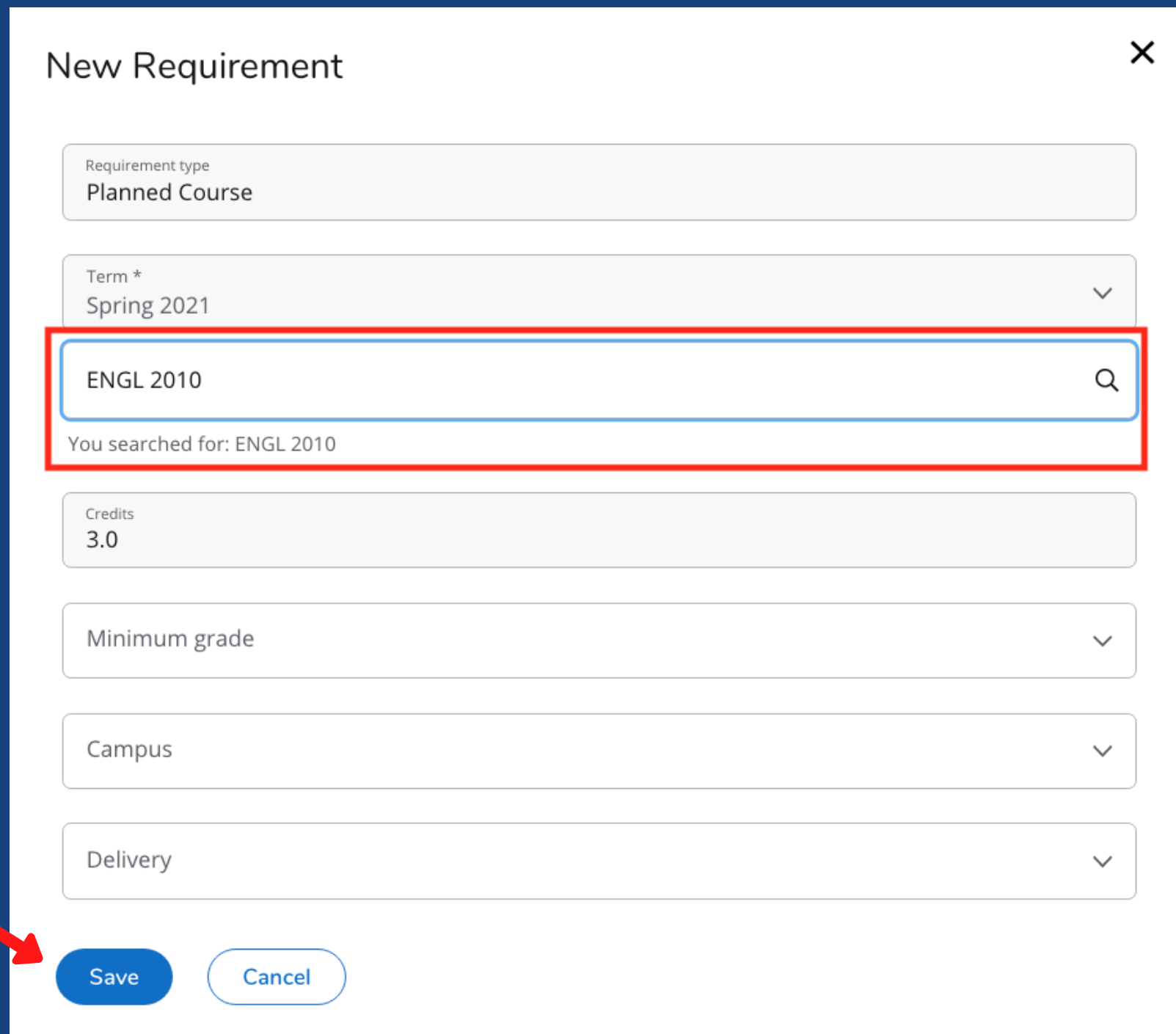
STEP 3: Type the course prefix and course number in the "Course requirement" box. Press enter or wait a moment for the course to appear. Select the course. (In this example, we used ENGL 2010.)

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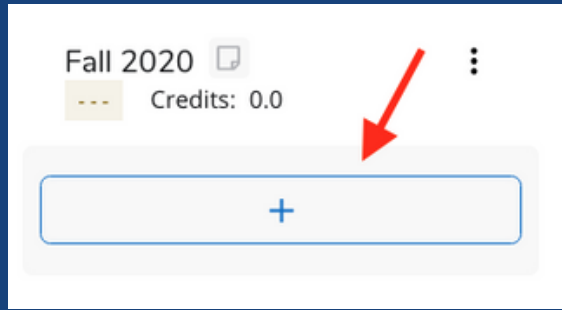
OPTION A: Click on the "+" at the top or bottom of a specific term

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.)*
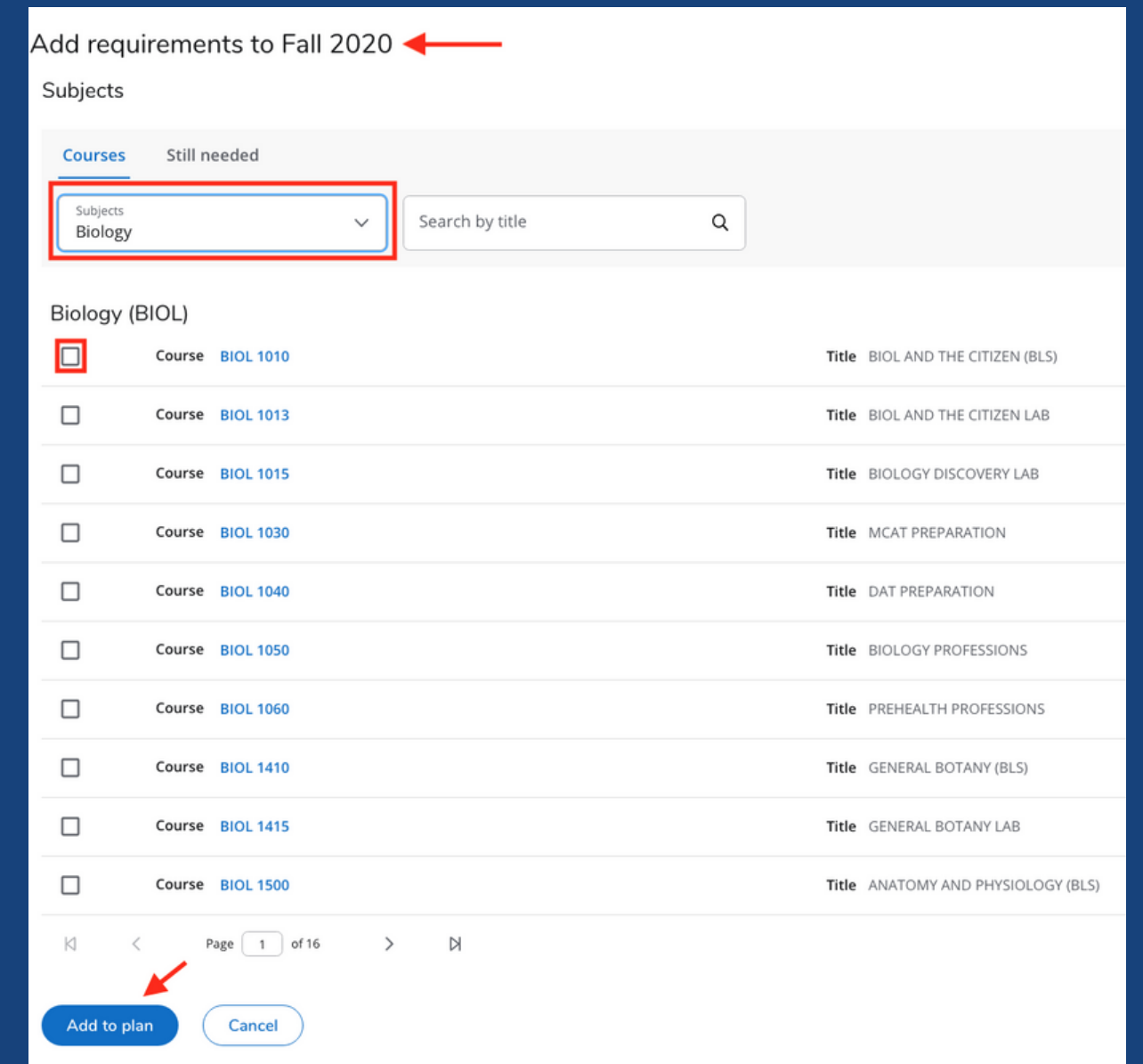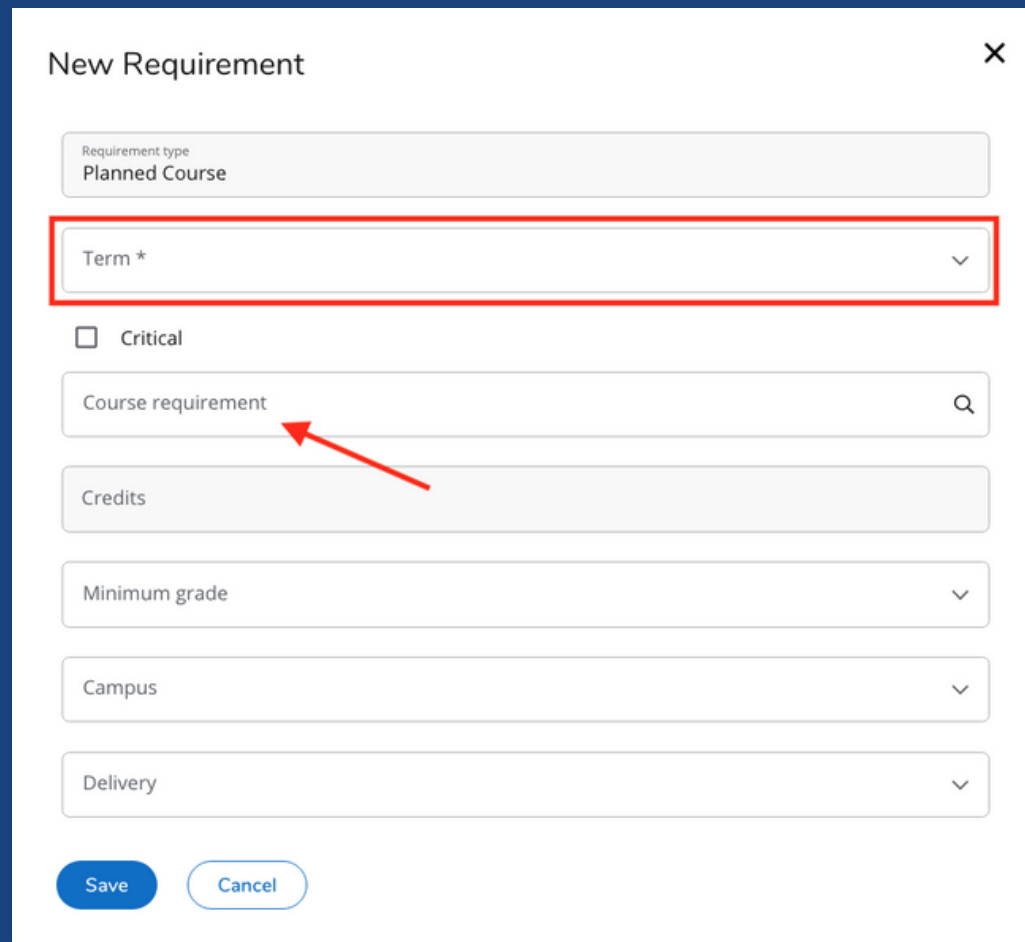
Other Options for Adding Courses

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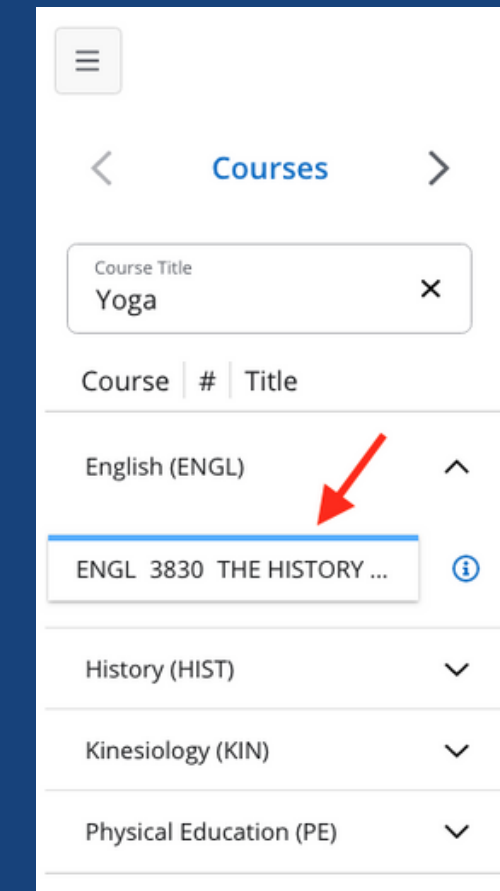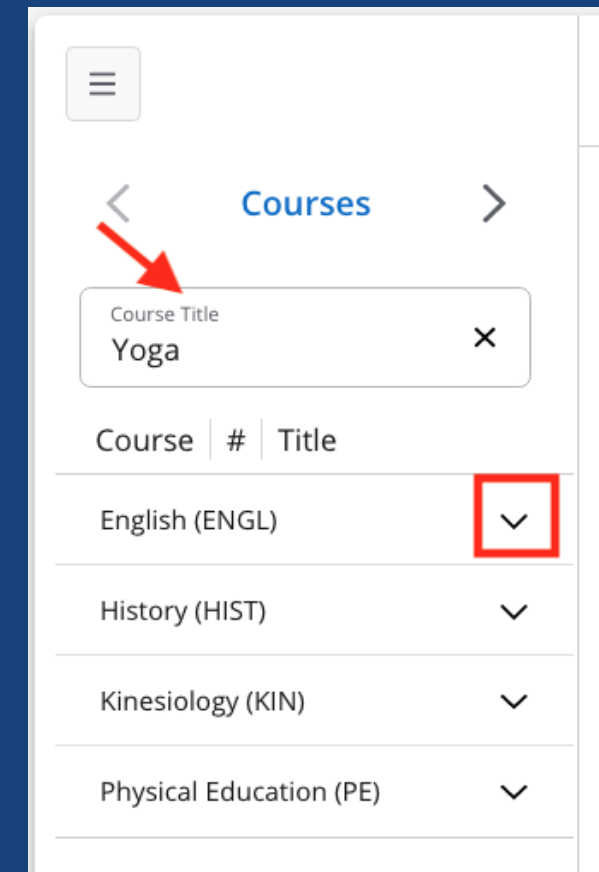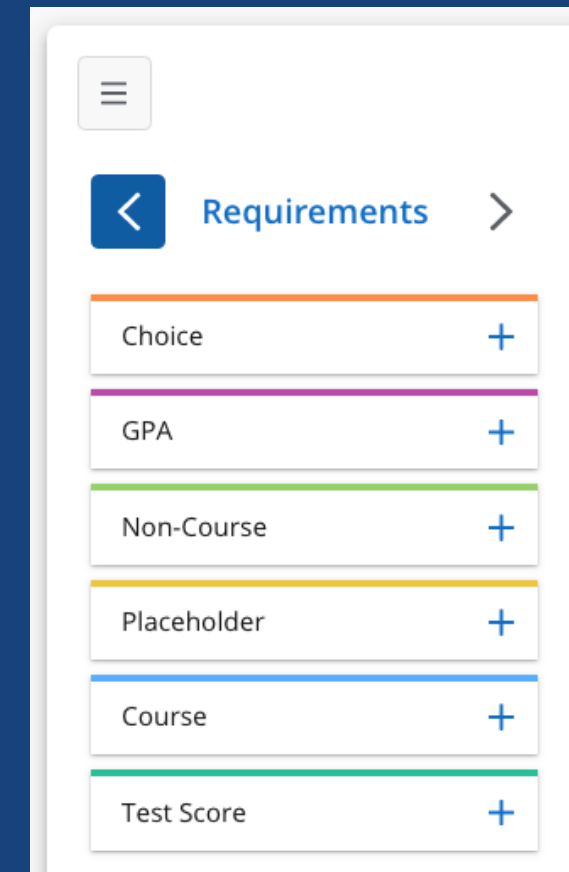
Adding a General Education course
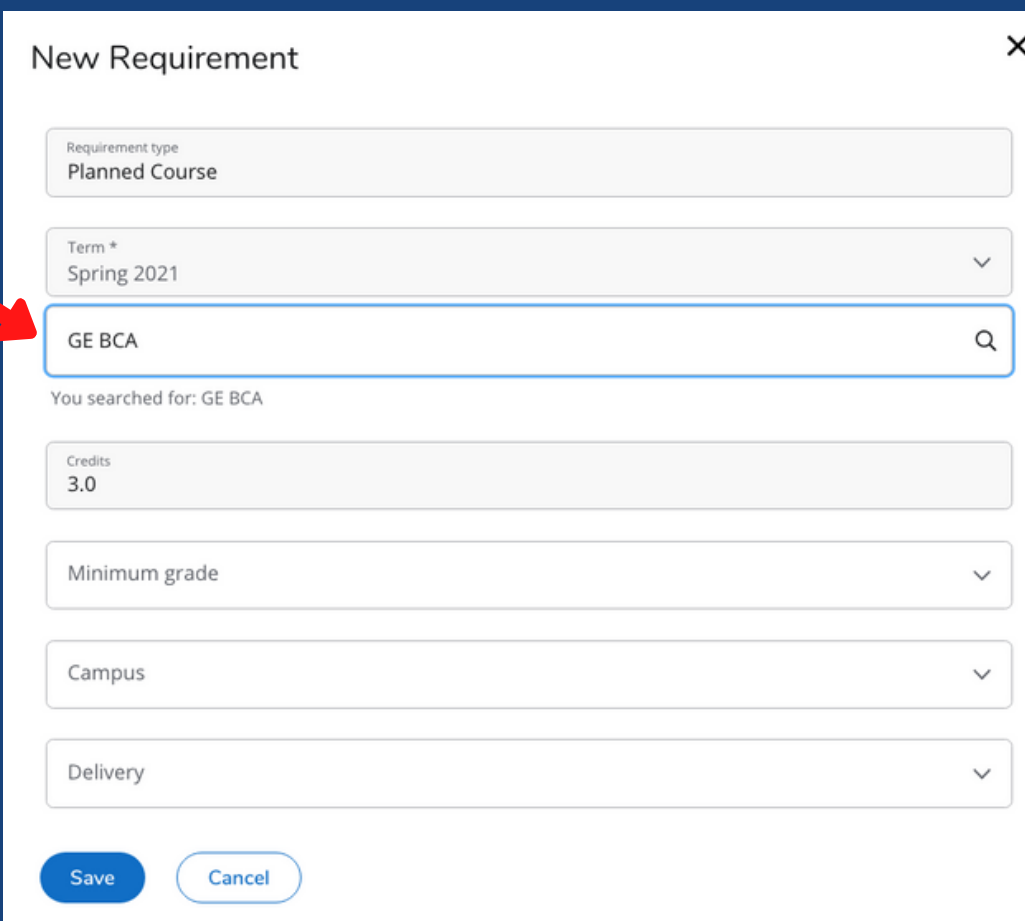
To plan a for a General Education course where you may select any course that meets the requirement, you may search for a General Education class such as GE BCA and add it to the semester. This will be added to the plan almost like a placeholder so you can decide later which Breadth Creative Arts course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

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 <u>MUST</u> select one of the choices and add it as a planned course to your plan before you register for the semester.

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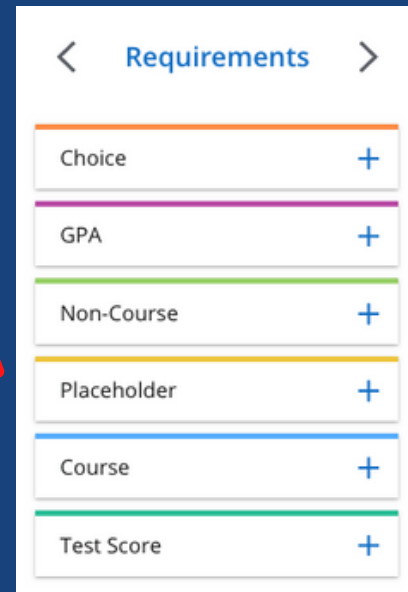
Placeholder requirements are informational only. Many advisors and students find these beneficial because you can select from various options and add specific information in the "value" field.

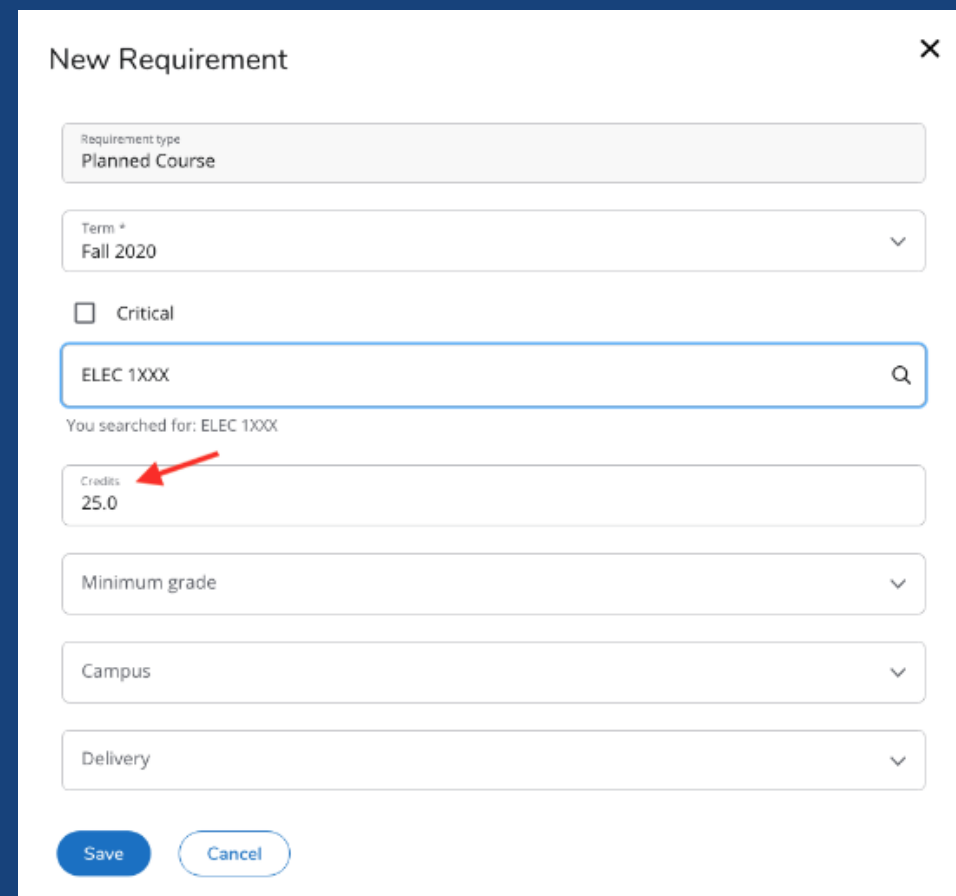**STEP 1:** Select "Placeholder, then select the term from the drop-down menu.

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").
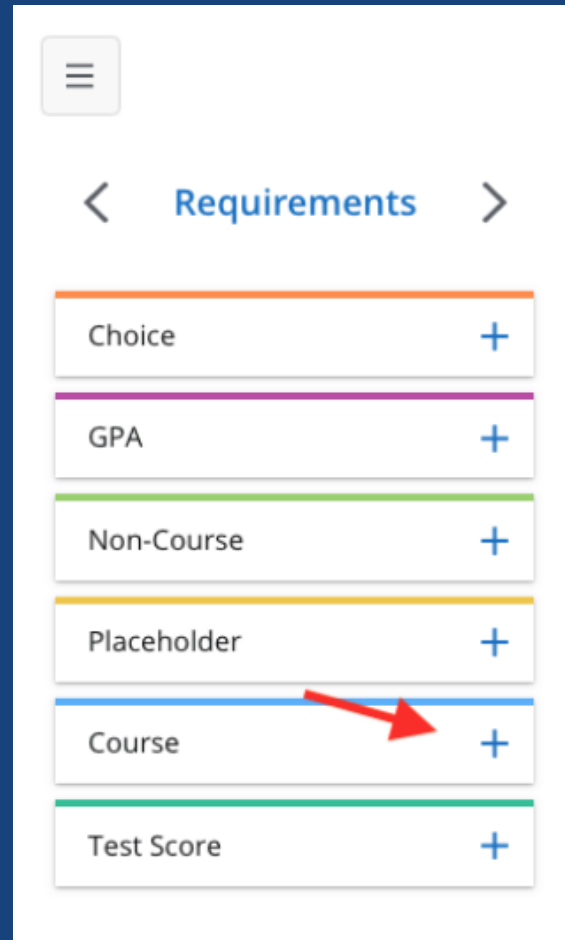
MOVING A COURSE TO ANOTHER TERM

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.
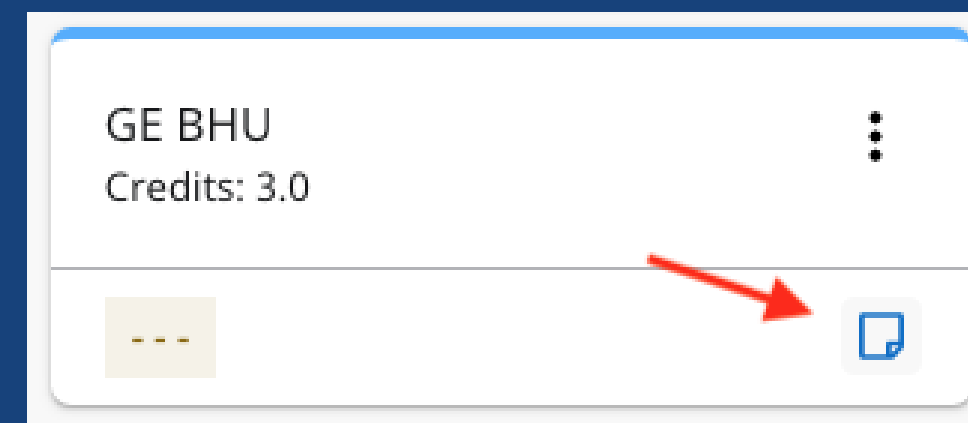
Printing a copy of your Degree Works plan

- Open your plan
- Click the printer icon at the top right of the screen
- Your plan will open in another browser tab
- Click the printer icon at the top right of the screen
- Print your plan to a printer or save it as a PDF through the print feature

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

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.

General Education Requirements   INCOMPLETE

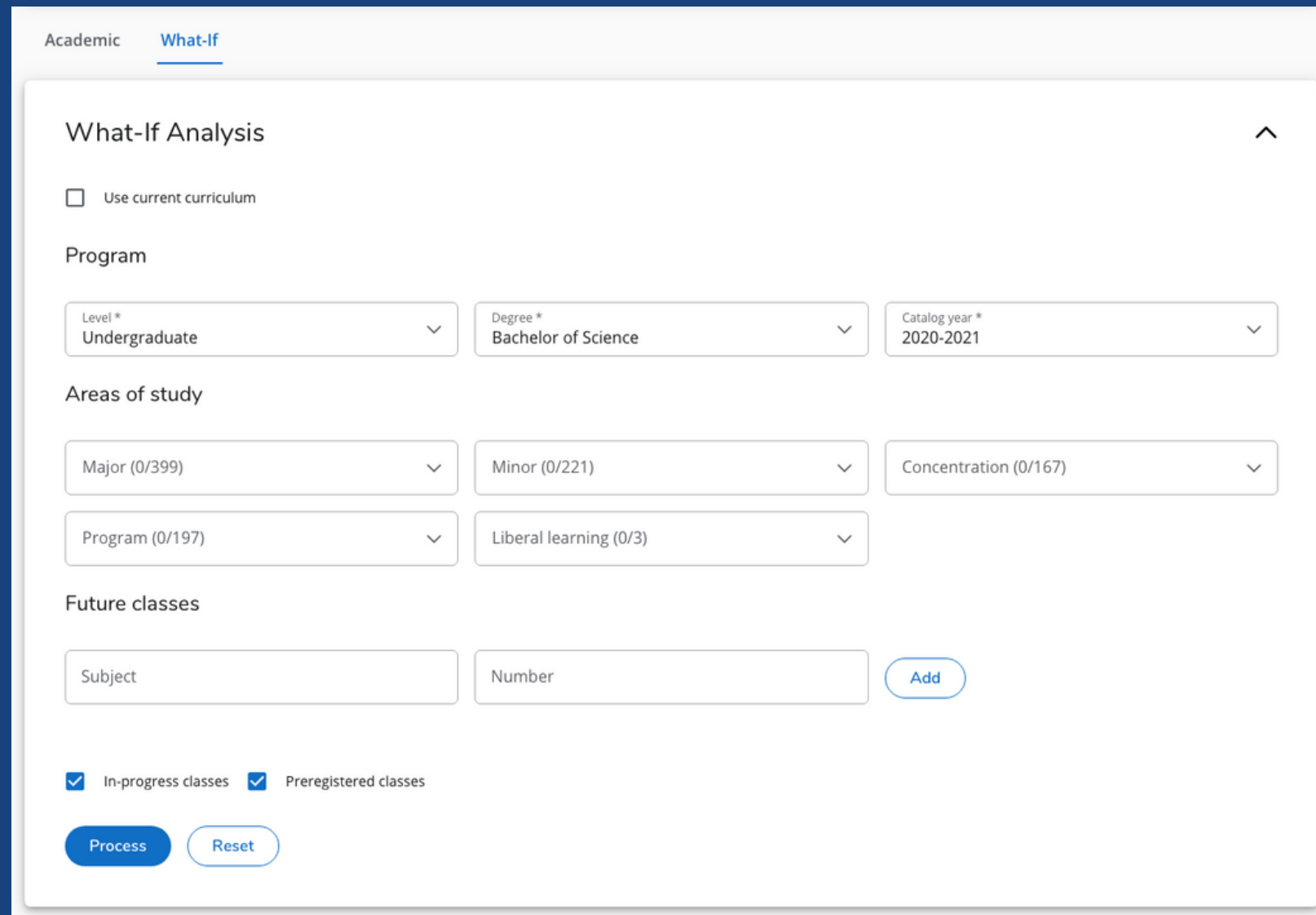Credits applied: 24   Catalog year: 2019-2020   GPA: 3.66

Course

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)

Course is still needed (and not planned)

Still needed: ←   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)

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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.

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".