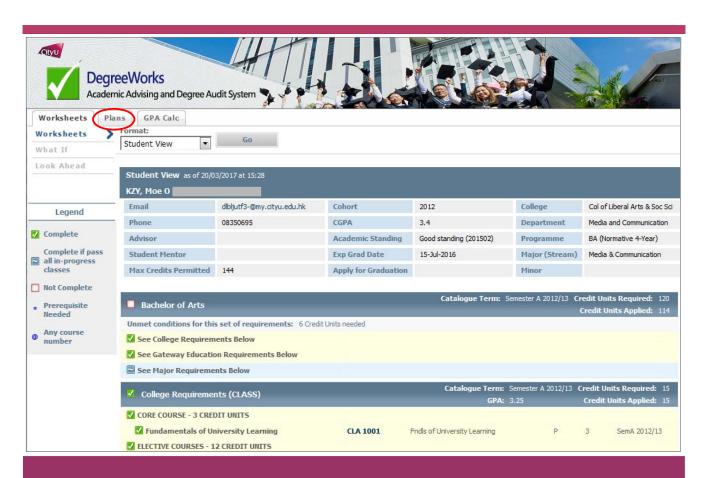
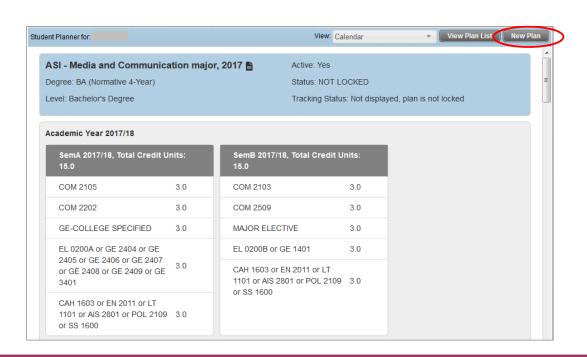


Create Study Plan



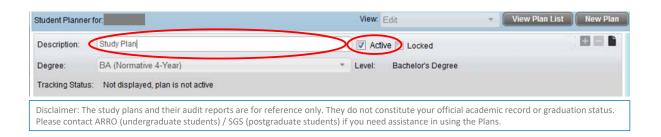
Select the Plans tab in DegreeWorks.



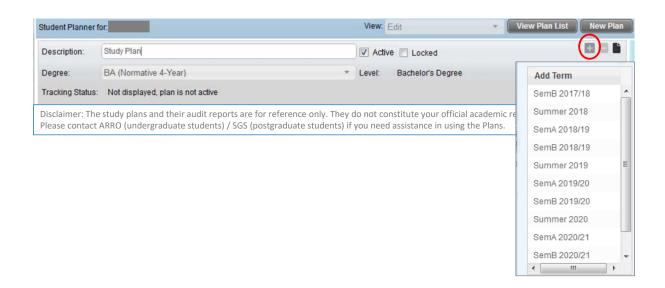
• If you have a plan already, you can create a new plan by selecting "New Plan" in the upper right corner.



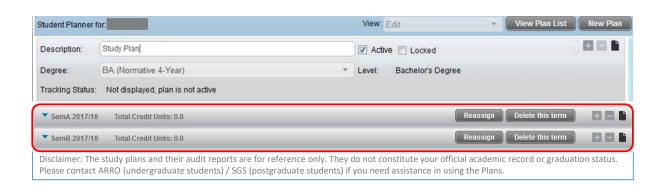
• You can select "Blank Plan" to create your study plan. (Please ignore the "Select Template" button)



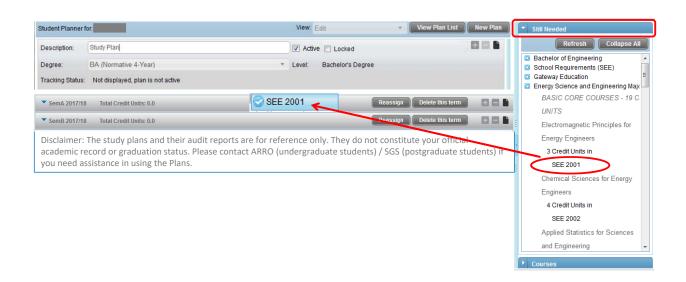
- Enter a description in the header of your plan. (e.g. Study Plan)
- Check the "Active" box to enable this plan as a default plan. (i.e Other plans will become inactive automatically.)



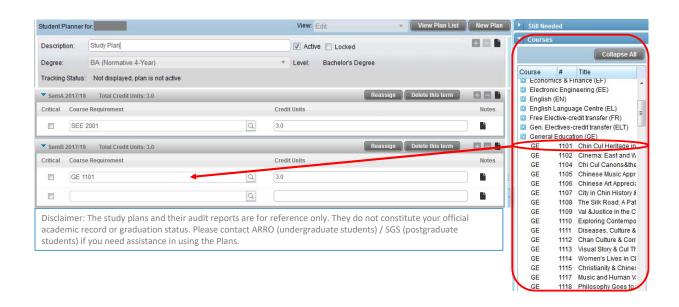
- Click the "+" icon to add semester to your plan. (e.g. SemB 2017/18)
- You can add more than one semester at this point.



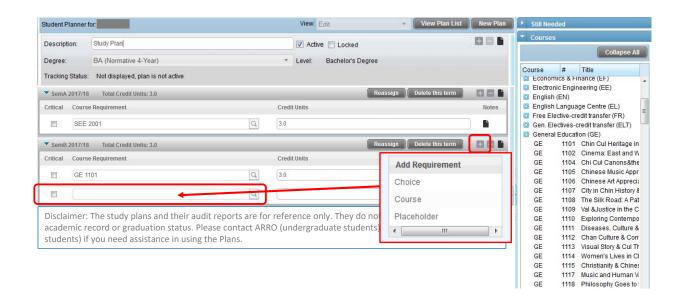
• The added semester(s) will appear right below the header.



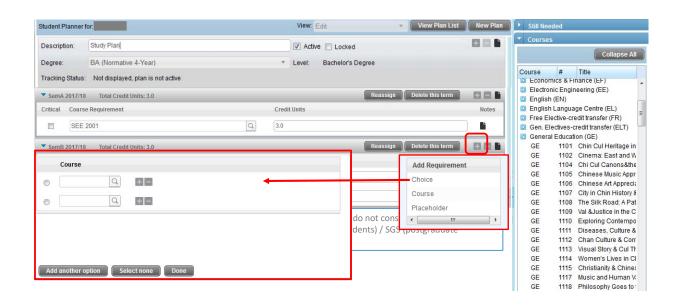
 Pick a course from the "Still Needed" menu on the right-hand side and drag it to the desired term.



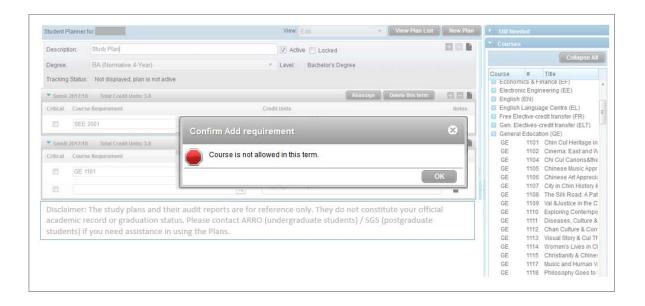
 You may also add courses from the "Courses" menu on the right-hand side and drag it to your plan.



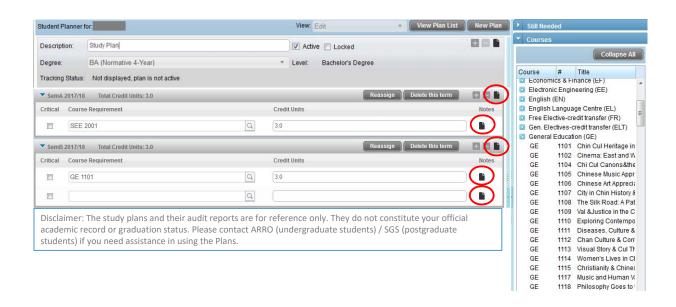
 You may directly type in the course. Add a "Course" requirement by clicking the "+" icon to enable the option.



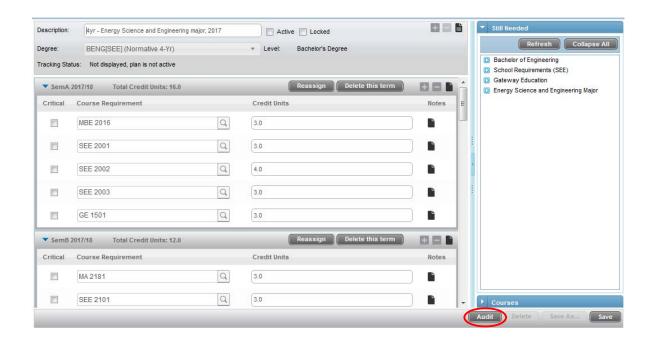
• If you will only pick one course out of few courses, you can add a "Choice" requirement under the "+" icon to add them to the plan.



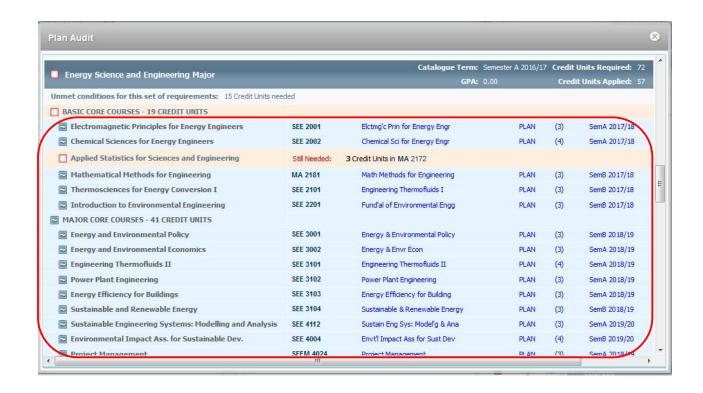
 When you add a course to a selected term, a reminder may pop-up to alert you that the course is not offered in that term.



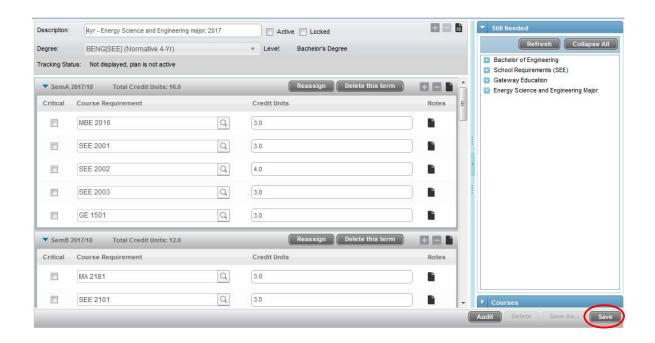
• In each planned term and for each planned course/choice, you can add notes which can be viewed by your advisor.



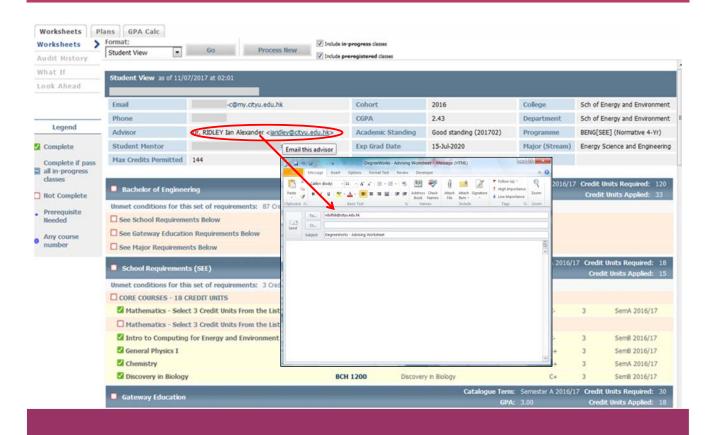
• Click "Audit" to check how your planned courses fit into your degree requirements.



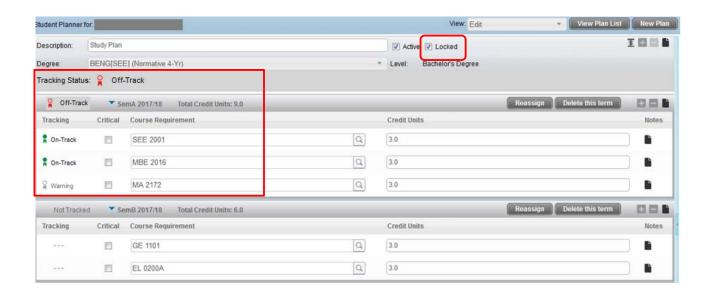
• A plan audit will be generated. The courses you plan to take are marked as "PLAN".



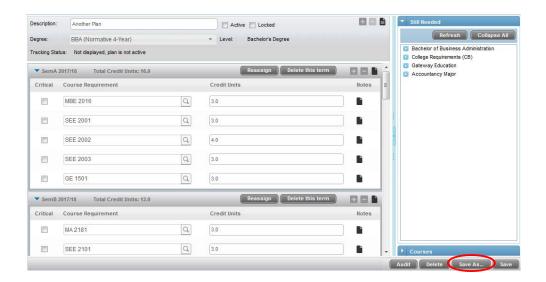
Click "save" to save the plan.



Please send an e-mail to your advisor if your study plan is ready for review.



- After your study plan is reviewed, your advisor may lock your active plan and you will be unable to make further changes to the plan.
- There are tracking notifications to access if the planned course matches with the course you have registered and the result will appear as either 'On-Track' or 'Warning/Off-Track'.



- A locked active plan must be unlocked by advisor first before you can make further changes to the plan.
- You may save another inactive plan to make further changes. After updating your new plan, you can meet with your advisor to review it and your advisor can change your new plan as an active one.



If you require assistance in using the Plans, please contact the Academic Regulations and Records Office. Consult your Advisor if you have questions in planning your studies.