DEGREE WORKS STUDENT USER GUIDE

Fall 2023

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What is Degree Works

Degree Works is a degree audit and advising system to help students, administrators, and advisors plan for academic success. Degree Works is a stand-alone system, separate from Banner, but is highly dependent on the accuracy and completeness of student records in the Banner Student system, which provides Degree Works with its underlying academic history and curriculum data.

How to start

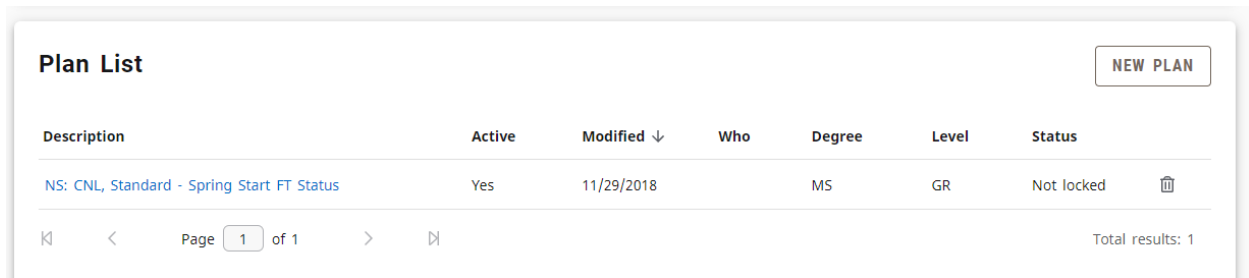To Begin Click Worksheets:
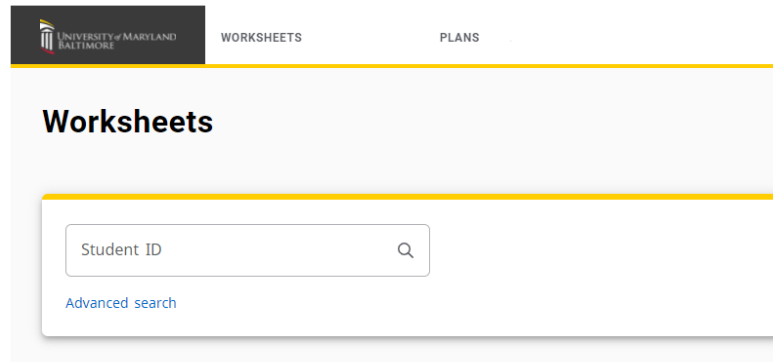
You will see your profile appear with information filled in the appropriate spaces.

Creating your Plan of Study

1) Click the **PLAN** icon:
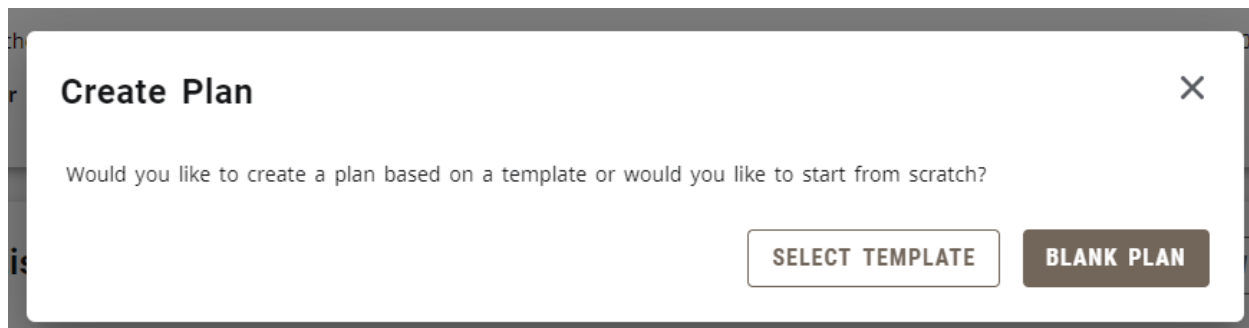
If you have a **Plan** already uploaded, *double click* on the Plan of Study. If not, click **NEW PLAN**.

Plan List							NEW PLAN
Description	**Active**	**Modified** ↓	**Who**	**Degree**	**Level**	**Status**	
NS: CNL, Standard - Spring Start FT Status	Yes	11/29/2018		MS	GR	Not locked	🗑

|◁   <   Page 1 of 1   >   ▷| Total results: 1

2) Select Template

Create Plan   ✕

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

SELECT TEMPLATE   BLANK PLAN

3) Enter your starting term from drop down menu:

Spring 2021
Summer 2021
Fall 2021
Spring 2022
Summer 2022
Fall 2022
Spring 2023

4) Select your Plan of Study or Search Templates-Then *double click* on the Template

NS: DNP: Psych Mental Hlth Pract-Family - 5YR ✏️ 🗅

PLAN LIST   NEW PLAN

Degree Bachelor of Science in Nursing
Level   School of Nursing

Active No | **Status** Not locked | **Tracking Status** NOT DISPLAYED, PLAN IS NOT ACTIVE

Last updated: Pumphrey, Cynthia on 08/11/2021
Audit   Delete plan   Save as copy

☰   ‹ ›   ADD TERM   ⊠

‹ **Still Needed** ›

Fall 2021 🗅   ⋮   **Spring 2022** 🗅   ⋮   Sum
Credits: 7.0   Credits: 6.0   Credi

+   +

NRSG 780   ⋮   NRSG 790   ⋮   NDN
Credits: 3.0   Credits: 3.0   Credi
Minimum grade: C   Minimum grade: C   Minin

Changing your Plan of Study

1) Click on the 3 dots in the course box

   To move a course, click on the 3 dots in the *course box*

Fall 2021
Credits: 7.0

+

NRSG 780
Credits: 3.0
Minimum grade: C

NRSG 782
Credits: 3.0
Minimum grade: C

NRSG 785
Credits: 1.0
Minimum grade: C

Spring 2022
Credits: 6.0
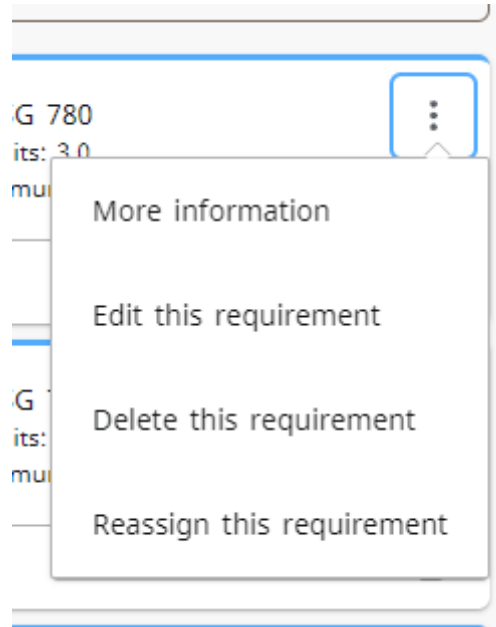
+

NRSG 790
Credits: 3.0
Minimum grade: C

NURS 810
Credits: 3.0
Minimum grade: C

+

2) Click "Reassign this requirement"

3) Select the term you want to move the Course-Select

4) And click **Reassign**

The course will appear in the semester you choose.

Spring 2022
Credits: 9.0

+

NRSG 790
Credits: 3.0
Minimum grade: C

NURS 810
Credits: 3.0
Minimum grade: C
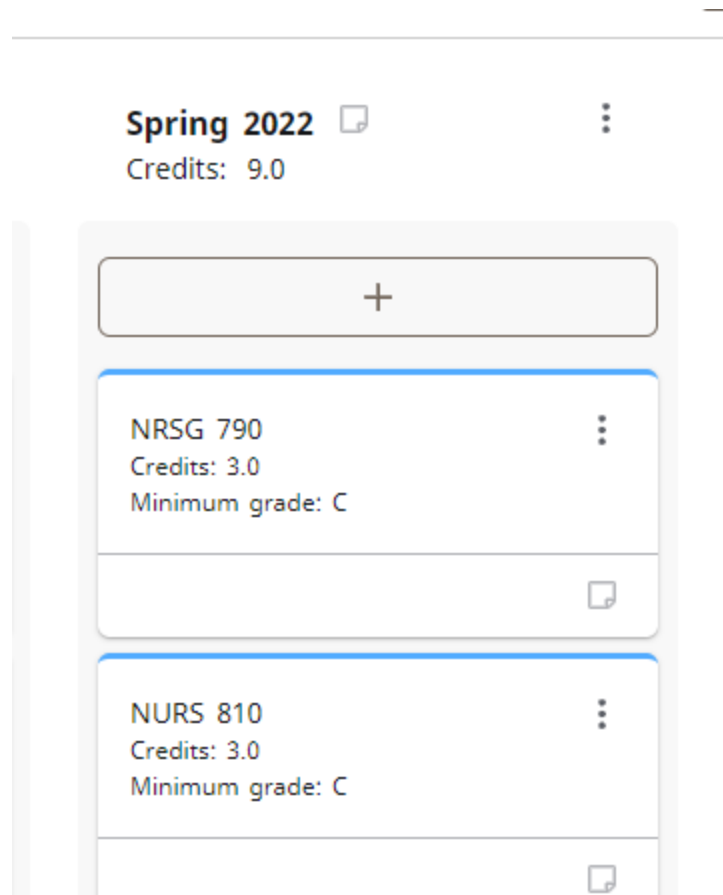
To Add a Term

1) Click the Add Term button for the drop down