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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.

2) Select Template

3) Enter your starting term from drop down menu:
4) Select your Plan of Study or Search Templates—Then *double click* on the Template

Once the Worksheet comes up, please click the process button.
6) Your Plan of Study is uploaded into Degree Works. Make your Plan ACTIVE click the

Check the Active and Locked box

☐ Active  ☐ Locked
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**

- **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**

- **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

Reassign Requirement

Reassign to which term?

Select term *
Fall 2023

CANCEL REASSIGN
4) And click **Reassign**

The course will appear in the semester you choose.
To Add a Term

1) Click the Add Term button for the drop down

![ADD TERM](image)

2) Your Plan of Study is uploaded into Degree Works. Make your Plan ACTIVE click the ✏️

Check the Active and Locked box

☐ Active ☐ Locked

3) Use the PROCESS button for the latest information on each student.

**ALWAYS REMEMBER:**

**1 ACTIVE PLAN PER STUDENT**

**AND**

**ALWAYS CLICK LOCK, ACTIVE AND SAVE!**