

# DEGREE WORKS 4-YEAR PLANNER “CHEAT SHEET”

Login into Degree Works through [Banner Web Self-Service](#)

**Create a plan:** 1) From scratch or 2) Utilizing a major template

**Add items:** Utilize the “+” sign

**Remove items:** Utilize the “-” sign

**Move items:** Drag and drop between terms

## ADDING REQUIREMENTS

- **Choices:** A list of course choices that allow for flexibility in your plan.
  - **Wildcard:** The “@” symbol
    - PCST 1@ (Peace Studies 100-level course)
    - @@ with NS (any NS course)
    - PHIL @ (any Philosophy course)
- **Courses:** Courses chosen from the official course catalog. Search using the search feature or drag and drop from the Courses/Still Needed Menus.
- **GPA:** Add a class list gpa, major gpa, or cumulative gpa needed to complete your degree requirements.
- **Placeholders:** Represent requirements that aren’t built into existing courses.
  - Comments
  - Course recommendations
  - Course ranges
  - Graduation requirements
  - Fine Arts Experience
  - Language proficiency
  - Other non-course requirements
- **Test Scores:** Represent test taking requirements that aren’t built into existing courses. Important note: Test score options must be set up by the Registrar’s office.
- **Notes:** Add comments to the overall plan, a specific term or a specific requirement.

## VIEW/PRINT PLAN

- **Audit view:** Compares your plan to a degree audit side-by-side
- **Calendar view**
- **Edit view:** Default view and where you make changes to a plan
- **Notes view:** Best printing view, includes full notes in display

## PLAN COMPLETE?

Make sure it is saved as **ACTIVE**

Make sure your Faculty Advisor has your plan **LOCKED**

**Tracking Feature:** Activates when a plan is active and locked