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
Log into Degree Works

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

Requirements for your specific catalog year are displayed in the block.
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 4920</td>
<td>INDEPENDENT PROJECTS</td>
<td>A</td>
<td>8</td>
<td>Summer 2017</td>
</tr>
</tbody>
</table>

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BIOL 1010</td>
<td>BIOL AND THE CITIZEN (BLS)</td>
<td>F</td>
<td>0</td>
<td>Summer 2017</td>
</tr>
</tbody>
</table>

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.)

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.
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.
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.
  - **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.
"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.
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.)
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 a 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.)
To plan 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 MUST select one of the choices and add it as a planned course to your plan before you register for the semester.
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.)

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.
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".