**Plans Tab**

The Plans Tab is a feature in DegreeWorks that will allow you to view a student’s long-term plan for degree completion and verify that the courses included on the Plan will fulfill the degree requirements.

**Why should you use the Plans Tab?**

- It will help the student stay on track to graduate within the desired time range.
- It will help plan for registration for upcoming semesters.
- It will help students better understand remaining degree requirements.
- It will help students prepare for advising appointment with their Advisors.

1. Click on the Plans tab

2. You will have the option to select a **Blank Plan** or to **Select Template**

3. You will see the following screen
a. Click on the desired template then clicked on the Open button

4. Select the **FALL** Term the student started in from the drop down menu, Click OK

5. The template will open

Once the Template is open you can change the template as needed by typing in the courses or by dragging the courses over.
BLANK PLANS

6. In the top right hand corner there is a Plus Symbol (+) box click this to add a term, a drop down box with the current term and the upcoming terms will appear.

7. Click on the term you want. This will add a level.

8. You have two options
a. **OPTION 1**: You can click on the Plus Symbol box (+) in the Term header.

   ![Plus Symbol Box choices]

   (Plus Symbol Box choices)

i. You can type directly into the box which course is need, ie.. MATH 0900

   ![Selecting Course from the Plus Box drop down]

   (Selecting Course from the Plus Box drop down)

ii. If the student has multiple courses they can take to fulfill a requirement, you can type or look the course up add it, click on **Add another Option** or click on **Done**.

   ![Selecting Choice from the Plus Box drop down]

   (Selecting Choice from the Plus Box drop down)
iii. You can select a Comment, Course Range, Groups, or Wildcard. Once chosen you can tab over and type in the option.

b. OPTION 2: You can drag a course over from the Still Need tree on the right.

c. You will note the course is now in the Plan and once you click Refresh the course disappeared from the Still Need Tree.
9. To delete a course placed in the Plan highlight the course and click on the *Dash* Symbol box (-).

10. Once the Plan has been created Click *Save* in the bottom right corner.

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**Plans Options**

*DegreeWorks Plans* has an option to make a Plan *Active* and to *Lock* a Plan.

**Active Plan**

A student or Advisor can create as many Plans as they like. However, only one (1) Plan at a time can be marked as *Active*.

11. To activate a Plan click on the *Active* check box. Plans that are *Active* can be changed by anyone. However, an active Plan indicates this is the Plan the student is choosing to follow.
Locked Status

For purposes determined by Salt Lake Community College you can “lock” a Plan. By locking a Plan the only person who can edit the Plan is the individual who locked it.

12. To lock a Plan click on the Locked check box.

Tracking Status

DegreeWorks Plans has the ability to “track” if a student is on course and following their Active and/or Locked Plan.

Notes in Plans

You can make an overall note for the entire Plan or you can make a specific Course note.

Once you click on the Notes icon a pop up will appear.
a. Click on Add Note
b. Type your note in the field
c. Click the Internal check box below the typing field
d. Click Done in the bottom right hand corner

Once a note has been created the note icon will change and will now have white lines.