



# Rensselaer



## Ellucian Degree Works™

*Degree Audit Solution*

### **Student Quick Reference Guide**

February 2018



## Table of Contents

Logging into/Accessing Degree Works.....	1
Working with Degree Audits.....	2
Processing a Degree Audit .....	2
Reviewing the Degree Audit Screen .....	1
Processing What-If Audits.....	2
Processing Look Ahead Audits .....	4
Working with Plans .....	5
Creating a Plan Using a Template .....	5
Creating a Plan from Scratch.....	7
Changing Plan Views .....	8
Modifying a Plan .....	8
Opening a Plan in Edit Mode .....	8
Moving a Course to Different Term .....	9
Deleting a Course from a Term.....	10
Adding a Term.....	10
Reassigning a Term .....	11
Deleting a Term.....	11
Viewing a Plan, Term or Course Note .....	12
Applying Term Requirements .....	13
Adding a Course Requirement to a Term .....	13
Dragging a Course Requirement into a Term .....	13
Adding a Choice Requirement to a Term.....	14
Tracking a Plan .....	15
Printing a Plan .....	16
Running an Audit from a Plan .....	17
Running a What-If Scenario .....	17
Deleting a Plan .....	18
Working with the GPA Calc.....	19
Using the Graduation Calculator.....	19
Using the Term Calculator .....	19
Using the Advice Calculator .....	20



## Logging into/Accessing Degree Works

Degree Works provides a clear look for students and advisors to track degree progress, prepare registration, and to plan for graduation.

1. Login to the Student Information System (SIS). *Note: To access SIS, visit <https://info.rpi.edu/> and click **Student Information System (SIS)** under the **Student Resources** heading.*
2. Click the **Student Menu** tab. A screen displays with a list of items.
3. Select the **Degree Works** link from the list.



4. Once the **Degree Works** link is selected, the Degree Works Audit screen displays.

Rensselaer

Back to SIS/RSS | Help | Print

Student ID: 669453031 | Name: Student, Ima G | Program: BS-CIVL | Major: Civil Engineering | Level: UG | Classification: Freshman | Last Audit: 01/16/2018

Worksheets | Plans | GPA Calc

Worksheets > Format: Degree Audit | View | Save as PDF | Class History

What If | Look Ahead

### Rensselaer Degree Works Test

Degree Audit: 01/16/2018 at 11:21

Student	Student, Ima G	Level	Undergraduate	Cohort
ID	669453031	Degree	BS Civil Engineering	Most Current Registration
Class	Freshman	College	School of Engineering	Academic Standing
Major Advisor	Christopher Letchford	Major	Civil Engineering	Graduation Status
Class Dean Advisor		Minor		Holds
Mentor Advisor		Concentration		Overall GPA

Requirements: 43%

**Bachelor of Science in Civil Engineering**

Unmet conditions for this set of requirements: You have taken 34 but need 94 more credits. Minimum credits taken at Rensselaer Polytechnic Institute: You have 34 but still need a minimum of 62

- You meet the minimum overall 2.0 GPA requirement.
- Communication-Intensive Requirements Still Needed: See Communication Intensive Requirements section
- Math/Science Core Still Needed: See Math/Science Core section

### Note:

- To return to the Student Information System (SIS) screen, click the **Back to SIS/RSS** link in the upper left corner.

## Working with Degree Audits

Degree Audits display progress towards graduation.

### Processing a Degree Audit

1. Access to Degree Works.
2. Click the **Worksheets** tab from the list of tabs under **Student ID**.
3. Verify that **Degree Audit** is selected from the **Format** drop down.
4. Click the **View** button. The **Degree Audit** screen displays name across the top along with current program, major, student level, student classification, and date the last audit was processed.

The screenshot shows the Rensselaer Degree Works Test interface. At the top, there is a red header with the Rensselaer logo and name. Below the header, there are navigation links: "Back to Self-Service", "Help", "Print", and "Logout of DegreeWorks". The main content area is divided into several sections. The top section displays student information in a table-like format:

Student ID	Name	Program	Major	Level	Classification	Last Audit
669453031	Student, Ima G	BS-CIVL	Civil Engineering	UG	Freshman	09/28/2017

Below this, there are tabs for "Worksheets", "Plans", and "GPA Calc". The "Worksheets" tab is active, and a "Format" dropdown menu is set to "Degree Audit". There are buttons for "View" and "Save as PDF", and a link for "Class History".

The bottom section is titled "Rensselaer Degree Works Test" and displays a "Degree Audit" summary for "A00007Aw as of 09/28/2017 at 11:50".

Student	Student, Ima G	Level	Undergraduate	Cohort
ID	669453031	Degree	BS Civil Engineering	Most Current Registration

### Notes:

- The **Program** field will be a drop down for students in multiple programs to allow program selection for audit processing.
- To save the Degree Audit as a PDF file, click the **Save as PDF** button to the right of the **Format** drop down.
- Click the **Format** drop down to view the **Graduation Checklist** or **Registration Checklist**. Click the **View** button after the selection to ensure the correct data displays.

# Reviewing the Degree Audit Screen

Worksheets | Plans | GPA Calc  
Worksheets > Format: Degree Audit View Save as PDF Class History  
What If  
Look Ahead

### Rensselaer Degree Works Test

<b>Degree Audit</b> A00007Aw as of 09/28/2017 at 11:50					
Student	Student, Ima G	Level	Undergraduate	Cohort	Freshmen Fall 2016
ID	669453031	Degree	B5 Civil Engineering	Most Current Registration	201701
Class	Freshman	College	School of Engineering	Academic Standing	Good Standing
Major Advisor	Christopher Letchford	Major	Civil Engineering	Graduation Status	
Class Dean Advisor		Minor		Holds	
Mentor Advisor		Concentration		Overall GPA	3.05

Requirements 43% Degree Progress

**Bachelor of Science in Civil Engineering** Catalog Year: 2016-2017 Credits Required: 128  
Credits Applied: 34

Unmet conditions for this set of requirements: You have taken 34 but need 94 more credits.  
Minimum credits taken at Rensselaer Polytechnic Institute: You have 34 but still need a minimum of 62 credits.

- You meet the minimum overall 2.0 GPA requirement.
- Communication-Intensive Requirements Still Needed: See [Communication-Intensive Requirements](#) section
- Math/Science Core Still Needed: See [Math/Science Core](#) section
- Humanities, Arts & Social Sciences Still Needed: See [Humanities, Arts & Social Sciences](#) section
- Depth Requirement Still Needed: See [Depth Requirement](#) section

**Communication-Intensive Requirements**

- HASS Communication Intensive IHSS 1240 ENVIRONMENT & POLITICS A 4 Fall 2016
- Major Communication Intensive Still Needed: 1 Class in **CIVL** with Attribute COMM

**Math/Science Core** Credits Required: 24 Credits Applied: 16

Unmet conditions for this set of requirements: You have taken 16 but need 8 more credits.

- Chemistry I CHEM 1100 CHEMISTRY I C 4 Fall 2016
- Calculus I MATH 1010 CALCULUS I B+ 4 Fall 2016
- Calculus II MATH 1020 CALCULUS II REG (4) Spring 2017
- Intro to Differential Equations Still Needed: 1 Class in **MATH** 2400\*
- Physics I PHYS 1100 PHYSICS I REG (4) Spring 2017
- Physics II Still Needed: 1 Class in **PHYS** 1200 or 1250

**Humanities, Arts & Social Sciences** Credits Required: 22 Credits Applied: 8

In-progress		Credits Applied: 17	Classes Applied: 5
CIVL 1100	INTRO TO CIVIL & ENVE ENGR	REG 1	Spring 2017
ENGR 2530	STRENGTH OF MATERIALS	REG 4	Spring 2017
MATH 1020	CALCULUS II	REG 4	Spring 2017
PHYS 1100	PHYSICS I	REG 4	Spring 2017
STSN 2410	CENTURY OF THE GENE	REG 4	Spring 2017

**Notes - informational only**

Student and advisor discussed student's career plans. Entered by: Fodera, Maureen K Date: 10/04/2017

**Legend**

- Complete  Complete except for classes in-progress (TR) Transfer Class
- Not Complete  Nearly complete - see advisor ● Any subject and/or any course number
- \* Pre-requisite

**Disclaimer**  
 This report is for advising purposes only and NOT an official statement of an academic record. You are encouraged to use this degree audit as a guide when planning your progress towards degree completion. This is not your academic transcript nor is it an official notification of completion of degree requirements. Your academic department certifies whether the departmental requirements for graduation have been met, and the Registrar certifies institute core requirements for graduation. If there are problems or discrepancies with this report, please see your advisor to initiate changes.

<b>1</b>	<p><b>Context Area</b></p> <p><i>Worksheets</i> – displays the degree audit report</p> <p><i>Plans</i> – displays program plan(s)</p> <p><i>GPA Calc</i> – GPA calculator for hypothetical calculations</p>
<b>2</b>	<b>Student Header Information</b> – displays student information.
<b>3</b>	<b>Degree Progress Bar</b> – displays an estimation of progress toward degree completion.
<b>4</b>	<b>Degree Block</b> – displays <b>Catalog Year</b> , <b>Credits Required</b> , and <b>Credit Applied</b> . The Degree Block displays the overall degree requirements.
<b>5</b>	<b>Main Core Categories</b> – displays several degree blocks with courses or requirements in each of the main core categories that have been fulfilled or still need to be completed.
<b>6</b>	<b>In-progress</b> – displays a list of courses the student is registered for.
<b>7</b>	<b>Notes - informational only</b> – displays notes from Advisor.

③ **Legend** – offers clarification on symbols in the Degree Audit.

<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	(TR) Transfer Class
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	@ Any subject and/or any course number
* Pre-requisite		

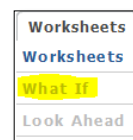
**Note:**

- Requirements that have not been met will display a list of acceptable courses as hyperlinks for additional information.

**Processing What-If Audits**

Generate What-If audits to see what requirements have been satisfied in other programs. This does not change the programs study. It is a simulated Degree Audit.

1. Click the **Worksheets** tab from the list of tabs under **Student ID**.
2. Verify that **Degree Audit** is selected from the **Format** drop down.
3. Click **What If** from the left navigation bar. The **What If** screen displays.



**Select your primary area of study**

Catalog Year	<input type="text" value="2016-2017"/>	Major	<input type="text" value="Building Sciences"/>
Degree	<input type="text" value="Bachelor of Science"/>	Concentration	<input type="text" value="(pick a Concentration)"/>
Level	<input type="text" value="Undergraduate"/>	Minor	<input type="text" value="(pick a Minor)"/>
Program	<input type="text" value="BS Aeronautical Engineering"/>		

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**Select your additional areas of study**

Major	<input type="text" value="(pick a Major)"/>	<input type="button" value="Add"/>	<div style="border: 1px solid gray; padding: 5px; min-height: 40px;">Chosen Areas of study</div> <input type="button" value="Remove"/>
Concentration	<input type="text" value="(pick a Concentration)"/>		
Minor	<input type="text" value="(pick a Minor)"/>		

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**Choose Your Future Classes**

Enter a course and click Add Course		<div style="border: 1px solid gray; padding: 5px; min-height: 40px;">Courses you are considering</div> <input type="button" value="Remove Course"/>
Subject	<input type="text"/>	
Number	<input type="text"/>	<input type="button" value="Add Course"/>

4. Select information from the fields listed in the **Select your primary area of study** section to compare the audit against. *Fields that are grayed out are not available to be changed.*



- In the **Select your additional areas of study** section, select an additional **Major, Concentration, Minor** or **Degree**. Once selected, click the **Add** button to place the additional area of study in the **Chosen Areas of study** list. *If an item is added by mistake, select the item in the **Chosen Areas of study** list and click the **Remove** button.*

- To enter future classes, type **Subject** and **Number** in the **Choose Your Future Classes** section. Click the **Add Course** button to add the course in the **Courses you are considering** list. *If an item is added by mistake, select the item in the **Courses you are considering** list and click the **Remove Course** button.*
- Click the **Save as PDF** button to run the comparison audit. The Degree Audit displays based on the What-If criteria. *The **Process What-If** button can also be selected but that will just offer a quick view that will not be saved. When going back to the What-If screen, the criteria defined is cleared.*

Degree Audit		W000007p as of 10/16/2017 at 15:20		What If Audit	
Student	Student, Ima G	Level	Undergraduate	Cohort	Freshmen Fall 2016
Student ID	669453031	Degree	BS Building Sciences	Most Current Registration	201701
Class	Freshman	College		Academic Standing	Good Standing
Major Advisor	Christopher Letchford	Majors	Building Sciences, Building Sciences	Graduation Status	
Class Dean Advisor		Minors	Architecture, Cognitive Science	Holds	
Mentor Advisor		Concentration		Overall GPA	3.05

**Degree Progress**

Requirements  58%

Bachelor of Science Building Science		Catalog Year:	2016-2017	Credits Required:	129
				Credits Applied:	38
<b>Unmet conditions for this set of requirements:</b>		You have taken 36 but need 93 more credits.			
		Minimum credits taken at Rensselaer Polytechnic Institute: You have 36 but still need a minimum of 61 credits.			
<input checked="" type="checkbox"/>	You meet the minimum overall 2.0 GPA requirement.				
<input type="checkbox"/>	Communication-Intensive Requirements	<b>Still Needed:</b>	See <b>Communication-Intensive Requirements</b> section		
<input type="checkbox"/>	Math/Science Core	<b>Still Needed:</b>	See <b>Math/Science Core</b> section		

- Review the information. If desired, save or print the PDF.
- Close the PDF window to return to the Degree Works **What-If** screen.

**Notes:**

- What-If audits are not stored in the database.
- Ensure that the requirement criteria contains valid combinations. Invalid combinations will display an error.

## Processing Look Ahead Audits

The Look Ahead feature displays an audit with courses that will be taken in a future term. This will assist in seeing if the classes that are going to be taken will fulfill the requirements. This feature does not register a student for courses as it is a planning tool only.

1. Click the **Worksheets** tab from the list of tabs under **Student ID**.
2. Verify that **Degree Audit** is selected from the **Format** drop down.
3. Click **Look Ahead** from the left navigation bar. The **Look Ahead** screen displays.

The screenshot shows the 'Look Ahead' form. At the top, there is a 'Format:' dropdown menu set to 'Degree Audit' and a 'Process New' button. To the right are two checked checkboxes: 'Include in-progress classes' and 'Include preregistered classes'. Below this is a blue header with the text: 'Look Ahead. To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button. This does not register you for the courses. It is for planning purposes only. Courses are offered at the discretion of the department.' The main area is divided into two sections. The left section is titled 'Enter a course and click Add Course' and contains two input fields labeled 'Subject' and 'Number', with an 'Add Course' button below them. The right section is titled 'Courses you are considering' and contains an empty list box with a 'Remove Course' button below it.

4. To enter course, type **Subject** and **Number** in the **Enter a course and Click Add Course** section. Click the **Add Course** button to add the course in the **Courses you are considering** list. Repeat for each future course listing. *If an item is added by mistake, select the item in the **Courses you are considering** list. Click the **Remove Course** button.*

This screenshot shows the 'Look Ahead' form after several courses have been added. The 'Enter a course and click Add Course' section is identical to the previous screenshot. The 'Courses you are considering' list now contains the following entries: CIVL 4920, MATH 2400, PHYS 1200, and ENVE 2110. The 'Remove Course' button is still present at the bottom of the list.

- Click the **Process New** button to run the degree audit with future courses. The Degree Audit displays with the future courses highlighted in blue text. *This data does not get stored in the database.*

Communication-Intensive Requirements						
<input checked="" type="checkbox"/>	HASS Communication Intensive	IHSS 1240	ENVIRONMENT & POLITICS	A	4	Fall 2016
<input type="checkbox"/>	Major Communication Intensive	CIVL 4920	CIVIL ENGR CAPSTONE DESIGN	PLAN	(3)	Planned Term
Math/Science Core						
<input checked="" type="checkbox"/>	Chemistry I	CHEM 1100	CHEMISTRY I	C	4	Fall 2016
<input checked="" type="checkbox"/>	Calculus I	MATH 1010	CALCULUS I	B+	4	Fall 2016
<input type="checkbox"/>	Calculus II	MATH 1020	CALCULUS II	REG	(4)	Spring 2017
<input type="checkbox"/>	Intro to Differential Equations	MATH 2400	INTRO DIFF EQUATIONS	PLAN	(4)	Planned Term
<input type="checkbox"/>	Physics I	PHYS 1100	PHYSICS I	REG	(4)	Spring 2017
<input type="checkbox"/>	Physics II	PHYS 1200	PHYSICS II	PLAN	(4)	Planned Term

- Click the **Back** button to return to the Look Ahead screen. The **Back** button clears the Look Ahead data.

## Working with Plans

Advisors approve the Main Plan with their students to ensure that the courses defined for the plan will fulfill the program requirements. ***Students must work directly with their Advisor to create the Main Plan which will then be approved, active, and locked.*** Students have the opportunity to create other plans on their own but those plans would be used for informational purposes only. If a student would like to discuss a change to the Main Plan, it must be approved by their Advisor.

### Creating a Plan Using a Template

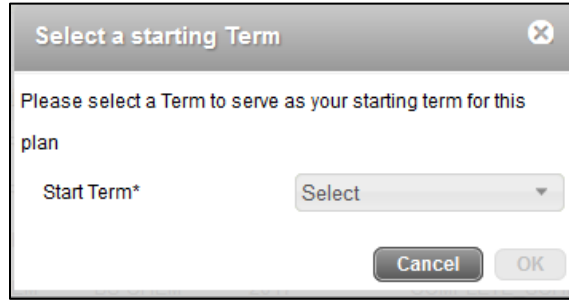
- Login to Degree Works. The **Degree Audit** screen displays.
- Click the **Plans** tab from the list of tabs under **Student ID**. The **Create Plan** dialog box displays.

Or

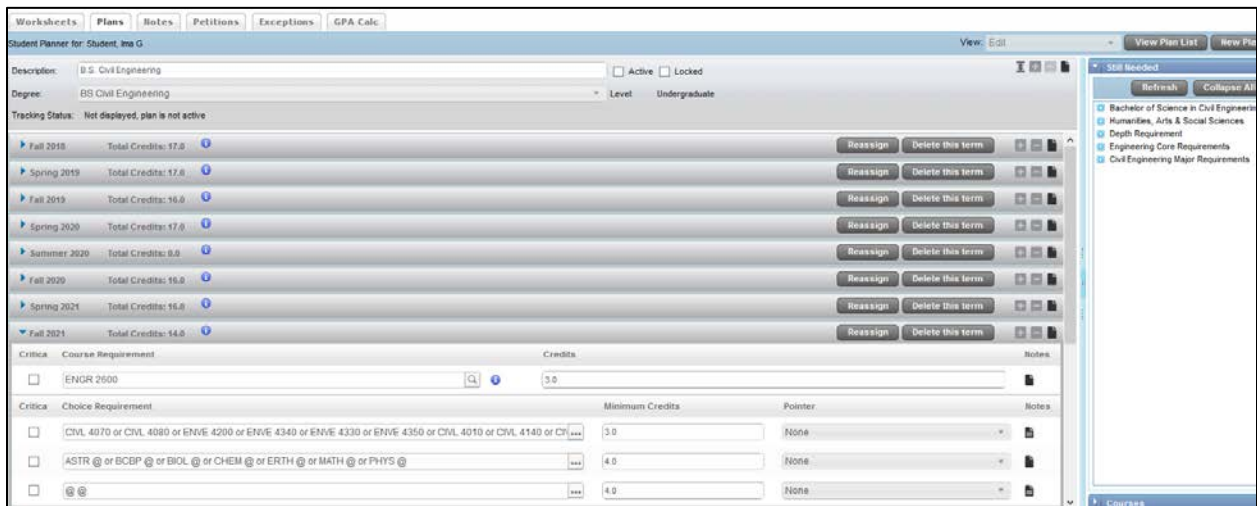
If a plan is already active for a student, the plan displays in **Calendar** view. Click the **New Plan** button from the Planner Header bar. The **Create Plan** dialog box displays.

- Click **Select Template**. A list of pre-defined templates display. Use the **Search** option to search for a specific template or scroll through the list of templates.

- Double click on the desired template plan. The **Select a starting Term** dialog box displays.



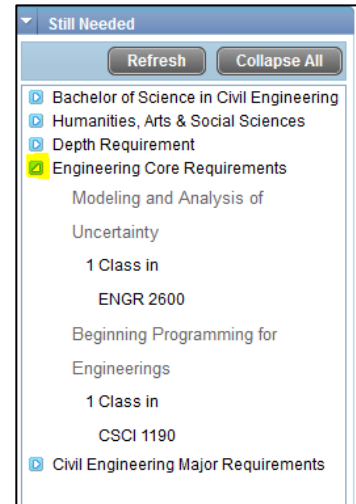
- Click the **Start Term** drop down to select the starting term. Click **OK**. The plan displays in **Edit** view with the pre-built terms based on the template definitions.



- Click the **Expansion** arrow to the left of the term(s) to review the term and suggested courses.

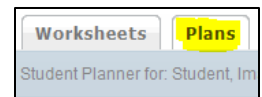
Critical Course Requirement		Credits
<input type="checkbox"/>	CHEM 1100	4.0
<input type="checkbox"/>	ENGR 1100	4.0
<input type="checkbox"/>	MATH 1010	4.0
Critical Choice Requirement		Minimum
<input type="checkbox"/>	CIVL 1200 or ENGR 1200 or ENGR 1400	1.0
<input type="checkbox"/>	ARTS @ or COGS @ or COMM @ or ECON @ or IHSS @ or LANG @ or LITR @ or PHIL @ or PSYC @	4.0

- Review the **Still Needed** pane to see additional courses that need to be added to the plan. Click the **Expansion** arrow to the left of each requirement to view the list of courses.
- Click the **Save** button to save the plan. The plan is saved.
- See the **Modifying a Plan** or **Applying Term Requirements** sections for further information on modifying the plan.



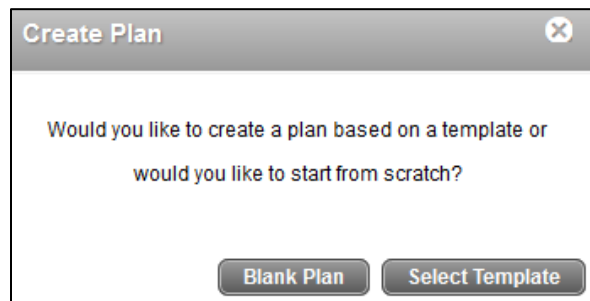
## Creating a Plan from Scratch

- Login to Degree Works. The **Degree Audit** screen displays.
- Click the **Plans** tab from the list of tabs under **Student ID**. The **Create Plan** dialog box displays.

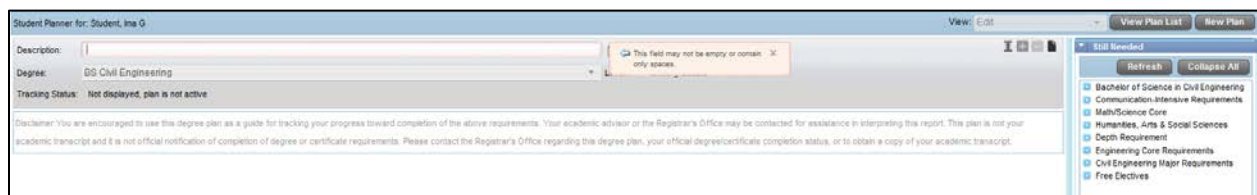


Or



If a plan is already active for student, the plan displays in **Calendar** view. Click the **New Plan** button from the Planner Header bar. The **Create Plan** dialog box displays.



- Click **Blank Plan**. A blank plan displays.



- Type in the name of the new plan in the **Description** field.

5. Click the **Save**  button to save the plan. The plan is saved.
6.  See the **Modifying a Plan** or **Applying Term Requirements** sections for further steps on building the plan.

## Changing Plan Views

1. Click the **Plans** tab from the list of tabs under **Student ID**. If a plan has been marked as **Active**, that plan automatically displays. If a list of plans display, double click the plan to modify. *Note: The plan with **LOCKED** displayed in the **Status** column is the main final plan that can only be modified with approval from Advisor. All other plans are for informational purposes only.* When a plan is first opened it displays in the **Calendar** view.
2. To switch between the other plan views, click the **View** drop down located at the end of the Plan Header bar.



3. Select from the following views:
  - **Audit** – displays a split screen of the audit and plan.
  - **Calendar** – displays the plan in a calendar format.
  - **Edit** – displays plan in the edit mode which allows changes to be made to the plan.
  - **Notes** – displays the notes listed within the plan.

## Modifying a Plan

### Opening a Plan in Edit Mode

1. Click the **Plans** tab from the list of tabs under **Student ID**. If a plan has been marked as **Active**, that plan automatically displays. If a list of plans display, double click the plan to modify. *Note: The plan with **LOCKED** displayed in the **Status** column is the main final plan that can only be modified with Advisor. All other plans are for informational purposes only.* When a plan is first opened it displays in the **Calendar** view.

Student Planner for: Student, Ima C View: Calendar

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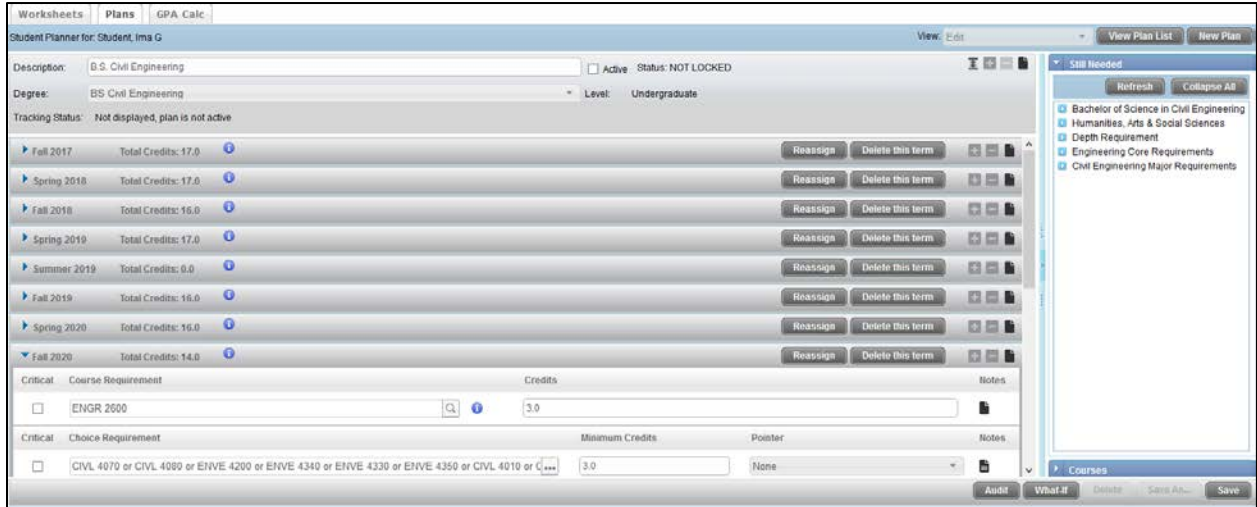
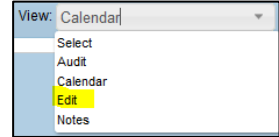
**B.S. Civil Engineering** Active: No  
 Degree: BS Civil Engineering Status: NOT LOCKED  
 Level: Undergraduate

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2018-2019

Fall 2018, Total Credits: 17.0		Spring 2019, Total Credits: 17.0	
CHEM 1100	4.0	MATH 1020	4.0
ENGR 1100	4.0	PHYS 1100	4.0
MATH 1010	4.0	CIVL 1100 or ENGR 1300	1.0

- To modify a plan it must be in the **Edit** view. Click the **View** drop down. Click **Edit** from the list. The plan displays in the **Edit** view.

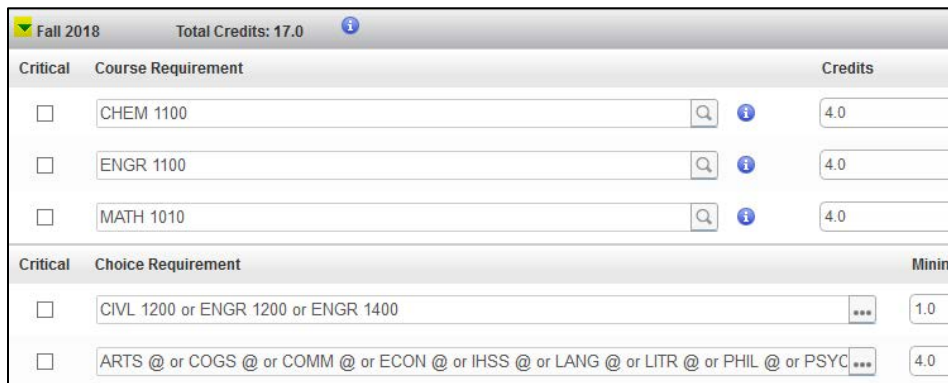


**Note:**

- Click the **View Plan List** [View Plan List](#) button in the upper right corner of an open plan to go back to the list of plans.

Moving a Course to Different Term

- Display plan in **Edit** view.
- Click the **Expansion** to the left of the term(s) to review the term and suggested courses.




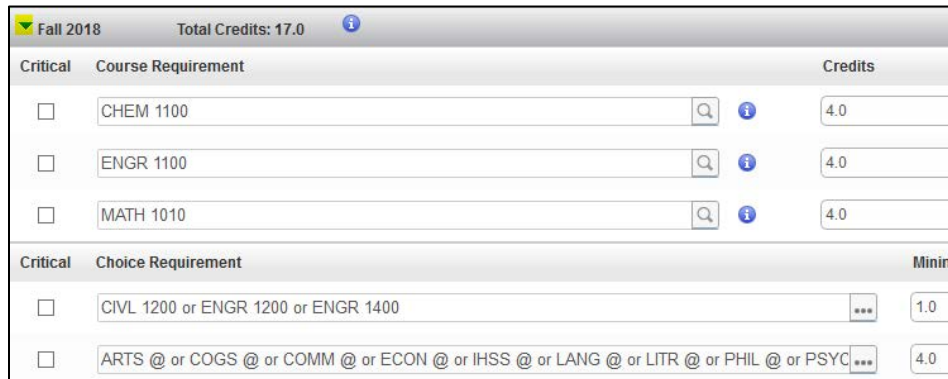
- Position mouse pointer between the checkbox and course name and click once to select the course to move. The course row will turn blue noting it is selected.




4. Click and hold and drag the course on top of the term title to drop it into. Release mouse. The course term expands with the course added.

### Deleting a Course from a Term

1. Display plan in **Edit** view.
2. Click the **Expansion**  arrow to the left of the term(s) to review the term and suggested courses.

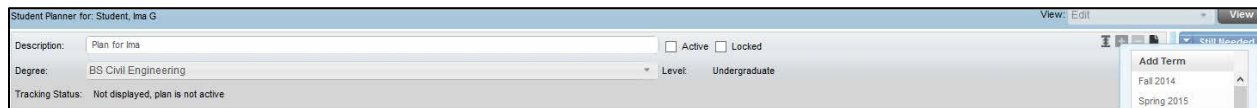


3. Click between the checkbox and course name to select the row to delete. The selected course/row to delete displays in blue.
4. Click the **Delete Selected Requirement**  button located on the right side of the term title heading bar. The course is deleted. *Note: There is not a warning message. Once you click the Delete Selected Requirement button, the course is removed.*



### Adding a Term

1. Display plan in **Edit** view.
2. Click the **Add**  button in the Plan Header bar. A list of terms display.




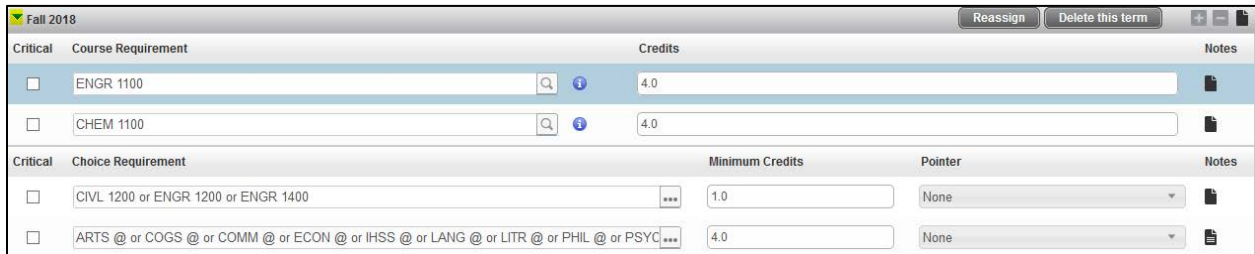
3. Select one of the terms from the list. The new term displays and courses can be added.



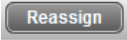
## Reassigning a Term

The reassign feature allows an entire term of courses to be moved to a different term.

1. Display plan in **Edit** view.
2. Click the **Expansion**  arrow to the left of the term(s) to review the term and suggested courses.



The screenshot shows a software interface for managing course requirements. At the top, there is a header bar for 'Fall 2018' with buttons for 'Reassign' and 'Delete this term'. Below this, there are two main sections: 'Course Requirement' and 'Choice Requirement'. The 'Course Requirement' section lists two courses: ENGR 1100 (4.0 credits) and CHEM 1100 (4.0 credits). The 'Choice Requirement' section lists two options: 'CIVL 1200 or ENGR 1200 or ENGR 1400' (1.0 minimum credits, None pointer) and 'ARTS @ or COGS @ or COMM @ or ECON @ or IHSS @ or LANG @ or LITR @ or PHIL @ or PSYC' (4.0 minimum credits, None pointer). Each requirement has a checkbox, a search icon, and a notes icon.


3. Click the **Reassign**  button at the end of the Term heading bar. The **Term** indicator on the left side of the Term heading bar becomes a drop down.

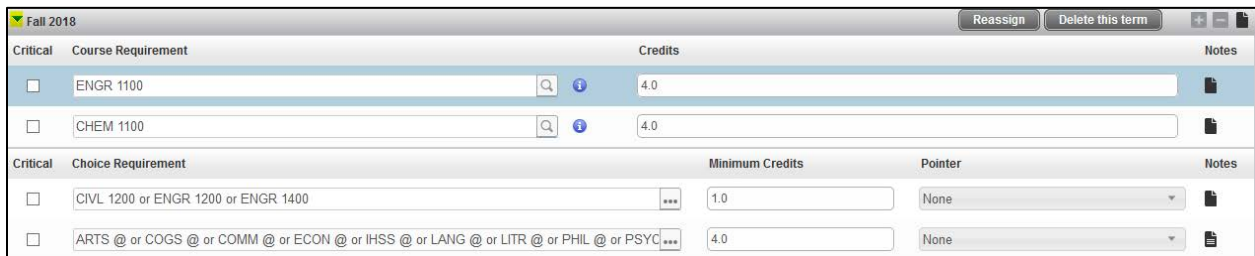


The screenshot shows a close-up of the term heading bar. On the left, there is a dropdown menu currently set to 'Fall 2018'. To its right are 'Cancel' and 'OK' buttons. On the far right, there are 'Reassign' and 'Delete this term' buttons.

4. Click the **Term** drop down. Select the term to move the courses to.
5. Click **OK** from the Term heading bar. The entire term is moved to the new term.

## Deleting a Term


1. Display plan in **Edit** view.
2. Click the **Expansion**  arrow to the left of the term(s) to review the term and suggested courses.




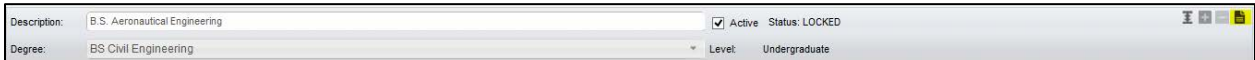
This screenshot is identical to the one above, showing the course plan for Fall 2018 with course and choice requirements.


3. Click the **Delete this term**  button at the end of the Term heading bar. The message, ***This term will be deleted. Do you wish to continue?*** displays.
4. Click **Yes**. The term is deleted.

## Viewing a Plan, Term or Course Note

Plan, term, or course notes are read-only notes that were created by the Advisor or were pre-populated in the template. Notes are available when the note icon has lines in the icon .


1. Display plan in **Edit** view.
2. **To view a note on the plan:**
  - a. Click the **Plan Note**  button in the upper right corner of the plan heading.




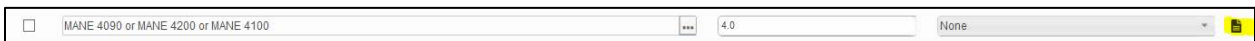
The **Notes** screen displays with the note(s) attached. Click the **Done** button when finished. *Note: Hover over the **Plan Note**  button to view the note(s).*


3. **To view a note on a term:**
  - a. Click the **Term Note**  button at the end of the term heading.



The **Notes** screen displays with the note(s) attached. Click the **Done** button when finished. *Note: Hover over the **Term Note**  button to view the note(s).*

4. **To add a note to a course:**
  - a. Click the **Course Note**  button at the end of the course listing. The **Notes** screen displays.

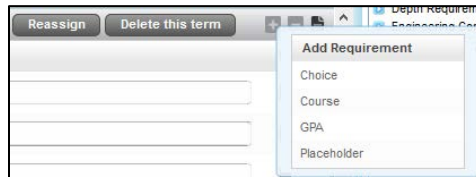


The **Notes** screen displays with the note(s) attached. Click the **Done** button when finished. *Note: Hover over the **Course Note**  button to view the note(s).*

## Applying Term Requirements

### Adding a Course Requirement to a Term

1. Display plan in **Edit** view.
2. Click the **Expansion** ▶ arrow to the left of the term(s) to review and add a course requirement.
3. Click the **Add Requirement** + button on the term bar. A list displays.




4. Click **Course** from the drop down list. A blank course row displays.



5. Type course abbreviation and prefix number (e.g., ENGR 1100) in the first box. **Minimum Credits** display. If the **Minimum Credits** is blank, the number of credits can be manually entered.

Or

Click the **Search** button . Begin to type course abbreviation and a list of courses will display. Select desired course. **Minimum Credits** display. If the **Minimum Credits** is blank, the number of credits can be manually entered.

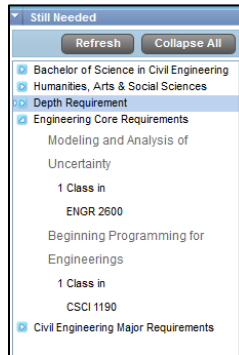
6. Click the **Information** ⓘ button to view additional information on the course.
7. To flag a course critical, click the **Critical**  checkbox.
8. Click **Save** button to save the plan.


### Dragging a Course Requirement into a Term

1. Display plan in **Edit** view. The **Still Needed** Navigation Pane should display on the right. If the navigation pane is not displaying, click the **Expand** arrow located on the right side of the screen.
2. Click the **Expansion** ▶ arrow to the left of the term(s) to review and add a course requirement.



- Click the **Expand** button for the Core Requirement category to display a list of courses still need in the **Still Needed** Navigation pane.



- Position over the course abbreviation name and prefix number. Click and drag the course to the desired term. The course requirement displays in the term.
- Click the **Information**  button to view additional information on the course.
- To flag a course critical, click the **Critical**  checkbox.
- Click **Save** button to save the plan.

**Note:**



- Courses that use a wildcard or are part of a proxy advice cannot be selected for drag and drop.

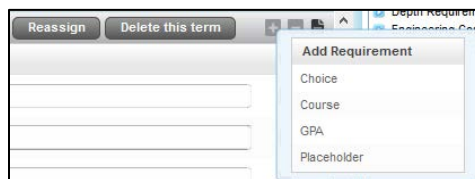
[Adding a Choice Requirement to a Term](#)

The Choice Requirement Feature is used to add several courses or a ranges of courses as a single group requirement.

Examples of multiple options:

- ENGR 1100 (single course)
- ENGR 1100 or ENGR 1200 or ENGR 1300 (a variety of courses).
- ENGR @ (any courses that have the prefix ENGR can be taken)

- Display plan in **Edit** view.
- Click the **Expansion**  arrow to the left of the term(s) to review and add a course requirement.
- Click the **Add Requirement**  button on the term bar. A list displays.



- Click **Choice** from the drop down list. A blank course row displays.



- Click in the **Choice Requirement** field. The course screen displays.

Course	Attribute	Course/Lab	Attribute
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Define multiple courses using the **Add another option** button. Click **Done**. The courses display.
- Click in Minimum Credits. Type number of credits.
- To flag a course critical, click the **Critical**  checkbox.
- Click **Save** button to save the plan.

## Tracking a Plan

Tracking is established in a plan once the Advisor has approved the plan and it has been set to Active and Locked.

- Display plan in **Edit** view. In the Plan Header bar, the **Active** checkbox is checked and the **Status** is set to **Locked**. *The Advisor is the only person who can set the plan to active and locked.*

Description: B.S. Aeronautical Engineering  Active Status: LOCKED

- Review the **Tracking Status** field in the Plan Header bar for **On-Track** or **Off-Track**. Review each term and course row for **On-Track**, **Off-Track** or **Warning**.

Degree: BS Aeronautical Engineering Level: Undergraduate

Tracking Status: ● On-Track

Off-Track ▼ Fall 2016 Total Credits: 17.0

Tracking	Critical	Course Requirement	Credits
<span style="color: green;">●</span> On-Track	<input type="checkbox"/>	CHEM 1100	4.0
<span style="color: green;">●</span> On-Track	<input type="checkbox"/>	MATH 1010	4.0
<span style="color: green;">●</span> On-Track	<input type="checkbox"/>	PHYS 1100	4.0

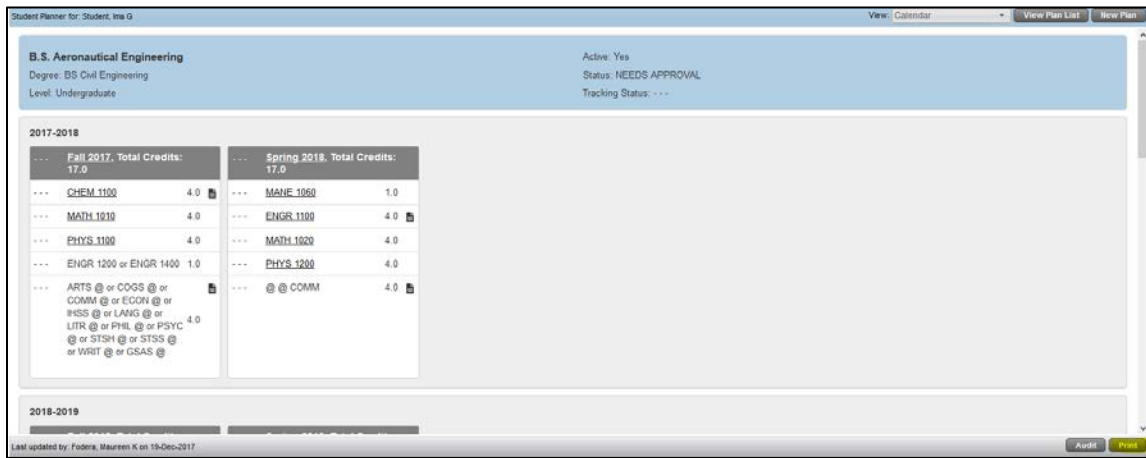
Tracking	Critical	Choice Requirement	Minimum Credits
<span style="color: green;">●</span> On-Track	<input type="checkbox"/>	ENGR 1200 or ENGR 1400	1.0
<span style="color: grey;">●</span> Warning	<input type="checkbox"/>	@@ with HASS	4.0

## Notes:

- Off-Track is defined if two or more courses are not complete.
- Warning defines a course that is not in the sequence to be taken.

## Printing a Plan

1. Display plan in **Calendar** view.

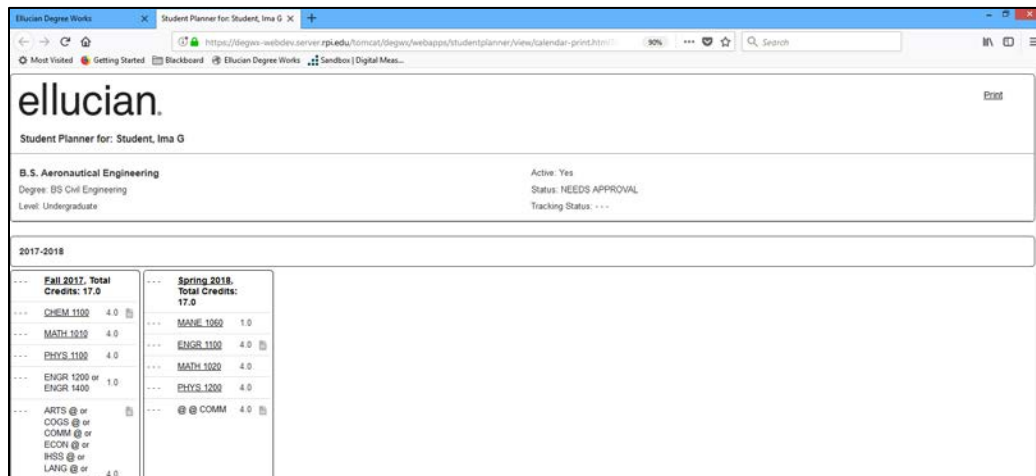


The screenshot shows the Student Planner interface for a student named 'Ima G'. The degree is 'B.S. Aeronautical Engineering', which is an undergraduate BS Civil Engineering program. The status is 'NEEDS APPROVAL'. The plan is for the 2017-2018 academic year, with a total of 17.0 credits for both Fall 2017 and Spring 2018. The courses listed are:

Course	Credits	Course	Credits
CHEM 1100	4.0	MANE 1060	1.0
MATH 1010	4.0	ENGR 1100	4.0
PHYS 1100	4.0	MATH 1020	4.0
ENGR 1200 or ENGR 1400	1.0	PHYS 1200	4.0
ARTS @ or COGS @ or COMM @ or ECON @ or HSS @ or LANG @ or LTR @ or PHIL @ or PSYC @ or STSH @ or STSS @ or WRIT @ or CSAS @	4.0	@ @ COMM	4.0

The interface includes a 'Print' button in the bottom right corner.

2. Click the **Print** button in the lower right corner of the screen. The browser displays a print view.



The screenshot shows the Student Planner interface in a print view. The browser address bar shows the URL: <https://segovs-webdev.server.rpi.edu/tomcat/segovs/webapps/studentplanner/View/Calendar-print.html>. The page features the 'ellucian.' logo and the same student information and course list as the previous screenshot. A 'Print' link is visible in the upper right corner of the page content.

3. Click the **Print** link in the upper right corner. The **Print** dialog box displays.
4. Define print settings. Click **OK**. The plan prints.

## Running an Audit from a Plan

1. Display plan in **Edit** or **Calendar** view.
2. Click the **Audit** button in the lower right corner of the screen. The **Plan Audit** screen displays notating courses still needed in red as well as planned course to be taken in blue.

Plan Audit

<input type="checkbox"/> Humanities, Arts & Social Sciences	<b>Still Needed:</b> See Humanities, Arts & Social Sciences section				
<input type="checkbox"/> Depth Requirement	<b>Still Needed:</b> See Depth Requirement section				
<input type="checkbox"/> Engineering Core Requirements	<b>Still Needed:</b> See Engineering Core Requirements section				
<input type="checkbox"/> Major Requirements	<b>Still Needed:</b> See Civil Engineering Major Requirements section				
<input checked="" type="checkbox"/> Free Electives					
<b>Communication-Intensive Requirements</b>					
<input checked="" type="checkbox"/> HASS Communication Intensive	IHSS 1240	ENVIRONMENT & POLITICS	A	4	Fall 2016
<input type="checkbox"/> Major Communication Intensive	<b>Still Needed:</b> 1 Class in CIVL @ with Attribute COMM				
<b>Math/Science Core</b>					
				<b>Credits Required: 24</b>	<b>Credits Applied: 24</b>
<input checked="" type="checkbox"/> Chemistry I	CHEM 1100	CHEMISTRY I	C	4	Fall 2016
<input checked="" type="checkbox"/> Calculus I	MATH 1010	CALCULUS I	B+	4	Fall 2016
<input checked="" type="checkbox"/> Calculus II	MATH 1020	CALCULUS II	PLAN	(4)	Spring 2018
<input checked="" type="checkbox"/> Intro to Differential Equations	MATH 2400	INTRO DIFF EQUATIONS	PLAN	(4)	Fall 2018
<input checked="" type="checkbox"/> Physics I	PHYS 1100	PHYSICS I	PLAN	(4)	Fall 2017
<input checked="" type="checkbox"/> Physics II	PHYS 1200	PHYSICS II	PLAN	(4)	Spring 2018
<b>Humanities, Arts &amp; Social Sciences</b>				<b>Credits Required: 22</b>	<b>Credits Applied: 8</b>

Unmet conditions for this set of requirements: You have taken 8 but need 14 more credits.  
No more than 12 credits at the 1000 level can be applied to the HASS Core.

## Running a What-If Scenario

1. Display plan in **Edit** view.
2. Click the **What-If** button in the lower right corner of the screen. The **What-If** screen displays.

What If Selected Criteria: Close Criteria

Academic Year	2016-2017 (2017)
Level	Undergraduate (UG)
Degree	BS Civil Engineering (BS-CVL)
Major	Civil Engineering (CVL)

3. Select the criteria to view the What-If scenario audit report. If desired, click the **Add Another Field** button to display minor and concentration fields.

- Click the **Run Audit** button. The **What if Audit** displays.

What If Selected Criteria: [Academic Year=2017, Level=UG, Degree=BS-AERO, Major=AERO] Close Criteria

Requirements 70%

**Bachelor of Science Aeronautical Engineering** Catalog Year: 2016-2017 Credits Required: 129  
Credits Applied: 103

Unmet conditions for this set of requirements: You have taken 103 but need 26 more credits.

- You meet the minimum overall 2.0 GPA requirement.
- Communication-Intensive Requirements Still Needed: See Communication-Intensive Requirements section
- Math/Science Core
  - Humanities, Arts & Social Sciences Still Needed: See Humanities, Arts & Social Sciences section
  - Depth Requirement Still Needed: See Depth Requirement section
  - Engineering Core Requirements Still Needed: See Engineering Core Requirements section
  - Major Requirements Still Needed: See Aeronautical Engineering Major Requirements section
- Free Electives

**Communication-Intensive Requirements**

- HASS Communication Intensive IHSS 1240 ENVIRONMENT & POLITICS A 4 Fall 2016
- Major Communication Intensive Still Needed: 1 Class in MAIE @ with Attribute COMM

**Math/Science Core** Credits Required: 24 Credits Applied: 24

- Chemistry I CHEM 1100 CHEMISTRY I C 4 Fall 2016
- Calculus I MATH 1010 CALCULUS I B+ 4 Fall 2016

- To print the What-If Audit, click the **Print** button at the end of the blue worksheet header bar.

What If Selected Criteria: [Academic Year=2017, Level=UG, Degree=BS-AERO, Major=AERO] Close Criteria

Rensselaer Degree Works Test

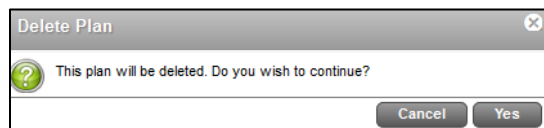
New Planner Worksheet W00000CL as of 12/19/2017 at 15:54 What If Audit Print

- Click the **Close** button in the upper right corner of the What-If Audit to close out of the screen.

## Deleting a Plan

Students can delete a plan with the exception of their main plan which has been set to **Active** and **Locked** by their Advisor.

- Display the plan that is not the Active and Locked plan in **Edit** view.
- Click the **Delete** button in the lower right corner. The **Delete Plan** message displays.



- Click **Yes**. The plan is deleted.

### Note:

- A plan can also be deleted by clicking the **View Plan List** View Plan List button from the Planner Header bar. Select the plan. Click the **Delete** button.



## Working with the GPA Calc

The GPA Calculators offered in this section are for hypothetical calculations only.

### Using the Graduation Calculator

1. Login to Degree Works.
2. Click the **GPA Calc** tab from the list of tabs under **Student ID**. The **GPA Calc** screen displays with the **Graduation Calculator** as the active calculator.



These GPA Calculators are for hypothetical calculations only. For official GPA calculations and academic standing, please refer to your official transcript or see the Registrar's Office.

Current GPA

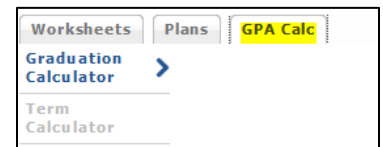
Credits Remaining

Desired GPA

3. Type the students current GPA in the **Current GPA** field.
4. Type the remaining credits in the **Credits Remaining** field.
5. Type the desired GPA in the **Desired GPA** field.
6. Click the **Calculate** button. A summary displays.

### Using the Term Calculator

1. Login to Degree Works.
2. Click the **GPA Calc** tab from the list of tabs under **Student ID**. The **GPA Calc** screen displays with the **Graduation Calculator** as the active calculator.
3. Click **Term Calculator** from the left navigation bar. The **Term Calculator** displays.



These GPA Calculators are for hypothetical calculations only. For official GPA calculations and academic standing, please refer to your official transcript or see the Registrar's Office.

Current GPA

Credits Earned So Far

	Credits	Grade
CIVL 1100	<input type="text" value="1"/>	<input type="text" value="A [4.00]"/>
ENGR 2530	<input type="text" value="4"/>	<input type="text" value="A [4.00]"/>
MATH 1020	<input type="text" value="4"/>	<input type="text" value="A [4.00]"/>
PHYS 1100	<input type="text" value="4"/>	<input type="text" value="A [4.00]"/>
STSH 2410	<input type="text" value="4"/>	<input type="text" value="A [4.00]"/>
Class 6	<input type="text"/>	<input type="text" value="A [4.00]"/>
Class 7	<input type="text"/>	<input type="text" value="A [4.00]"/>
Class 8	<input type="text"/>	<input type="text" value="A [4.00]"/>
Class 9	<input type="text"/>	<input type="text" value="A [4.00]"/>
Class 10	<input type="text"/>	<input type="text" value="A [4.00]"/>

4. Type the students current GPA in the **Current GPA** field.
5. Type the earned credits in the **Credits Earned So Far** field.
6. Define the remaining courses, credits, and potential grade for each.
7. Click the **Calculate** button. A summary displays.

Current GPA	3.05			Calculated GPA	3.43
Credits Earned So Far	17			By achieving the grades listed here, your GPA at the end of the term will be 3.43	
Class	Credits	Grade			
CIVL 1100	1	A	4.00		
ENGR 2530	4	A	4.00		
MATH 1020	4	B+	3.33		
PHYS 1100	4	A	4.00		
STSH 2410	4	A	4.00		
PHYS 1200	3	B+	3.33		

[Recalculate](#)

### Using the Advice Calculator

1. Login to Degree Works.
2. Click the **GPA Calc** tab from the list of tabs under **Student ID**. The **GPA Calc** screen displays with the **Graduation Calculator** as the active calculator.
3. Click **Advice Calculator** from the left navigation bar. The **Advice Calculator** displays.

Worksheets	Plans	<b>GPA Calc</b>
<b>Graduation Calculator</b>	➤	
Term Calculator		

These GPA Calculators are for hypothetical calculations only. For official GPA calculations and academic standing, please refer to your official transcript or see the Registrar's Office.

Current GPA	3.05
Credits Earned	17
Desired GPA	

[Calculate](#)

4. Type the current GPA in the **Current GPA** field.
5. Type the earned credits in the **Credits Earned** field.
6. Type the desired GPA in the **Desired GPA** field.
7. Click the **Calculate** button. A summary displays.

Graduation Calculator	Current GPA	3.05
Term Calculator	Credits Earned	17
<b>Advice Calculator</b> ➤	Desired GPA	3.5

**To achieve your desired GPA, you need one of the following:**

16 Credits at 4.00 ( A ) grade average  
 46 Credits at 3.67 ( A- ) grade average

Note: Results that would require you to take more than 150 Credits have been omitted.

[Recalculate](#)