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.
  - **GPAs:** 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