

NAVIGATE AN ASSIGNED COURSE PLAN

TABLE OF CONTENTS

Revision History	2
Introduction and Purpose.....	2
Related Policies, Regulations, Guiding Principles, and Common Practices	2
Impacted Departments, Units, Programs, and Centers	2
Before You Begin	2
Forms	2
Procedures.....	2
Access the Course Plan	2
Navigate an Assigned Course Plan	3
Print the Plan	5
Final Quiz	6

REVISION HISTORY

Version	Date	Name	Description
1	2.15.16	Bracken	final
2	2.14.24	Emily	Degree Works 5.1.2 Upgrade

INTRODUCTION AND PURPOSE

Course plans are available to provide students' guidance towards completion of their degree requirements in a term-based structure. This procedure document is intended to illustrate the view available in Degree Works Course Plans and their uses.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. All degree-seeking undergraduate students must have a four-year course plan assigned upon the start of the fall quarter.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar's Office
2. Academic Departments
3. College Offices

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Degree Works (<https://degreeworkstest.ucr.edu//>) to follow along.

FORMS

The degree audit is in Degree Works. There are no Banner forms in Degree Works.

PROCEDURES

ACCESS THE COURSE PLAN

1. The Plan List loads when the Plans tab is selected. The Plan List will display all assigned plans to the student and give the option to create a new plan.
 - a. Please refer to the document on *How to Create a New Plan* for further instructions on creating a new plan.
2. Select the **plan** from the Plan List you would like to view.

Plan List

NEW PLAN

Description	Active	Modified ↓	Who	Degree	Level	Status
2024-2025 Biochem (Biology Emphasis)-Math Placement 005	No	02/05/2024		BA	U	Not Locked

Total results: 1

Page 1 of 1

NAVIGATE AN ASSIGNED COURSE PLAN

Please see policies and procedures on *How to Modify an Assigned Course Plan* to make modifications and/or make this new plan active/locked.

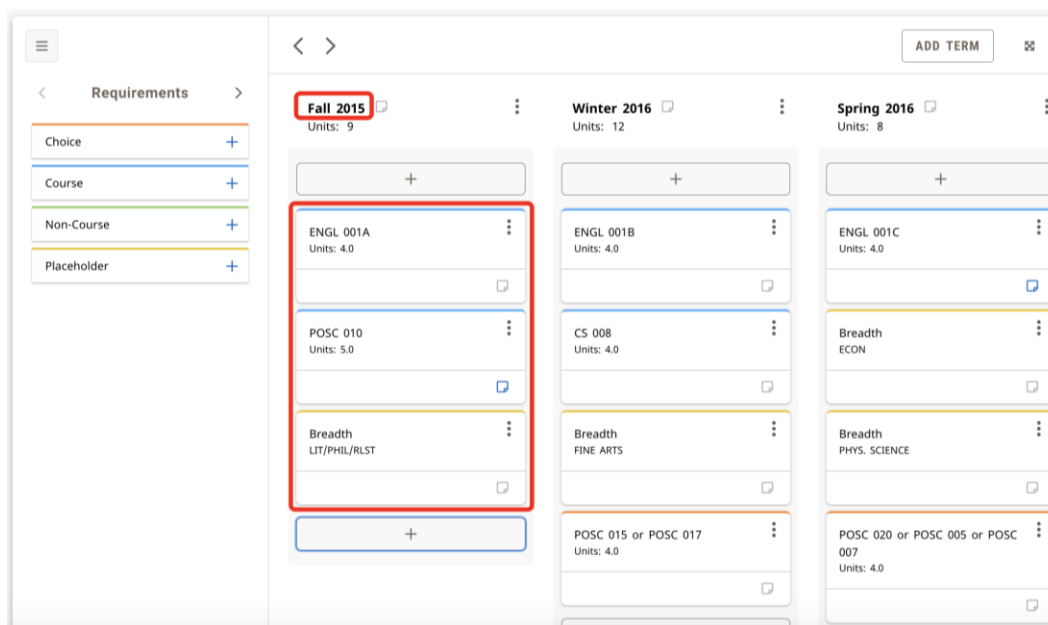
- The header displays the title of the plan, degree, level, active status, and locked status.
 - An **Active** indicator indicates the plan is current and in use.
 - A student may modify and save a plan that is “active.”
 - Note: there can only be one active plan.
 - Once a plan is approved by an advisor, it can be placed into **Locked** status.
 - A Locked flag prevents the student from making changes to the plan and ensures the plan shows in the student’s Term Plan and Registration areas of self-service.
 - Only an Active and Locked plan in Degree Works will show in Banner self-service.
- Below the plan header you can see Who and When last modified the plan.


Political Science Administrative Studies
PLAN LIST
NEW PLAN

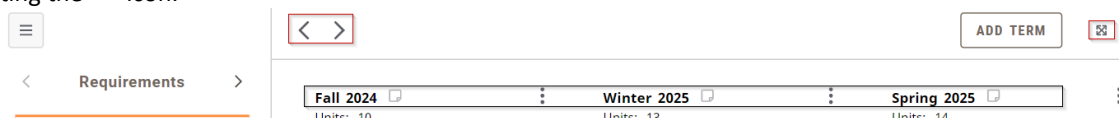
Degree: Bachelor of Arts
Level: Undergraduate
Total Planned Units: 80.0
Active: No **Status:** Not Locked

Last Updated: Flores-Jimenez, Emily on 02/16/2024

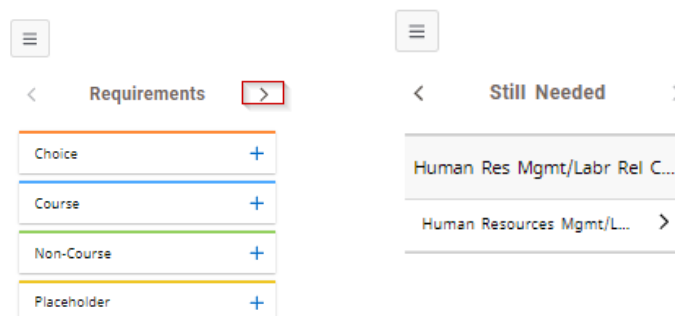
- Planned courses and terms are shown in the academic year order (Fall, Spring, Summer, and Winter). The courses and other requirements for each term are displayed, along with some associated details of the requirement.






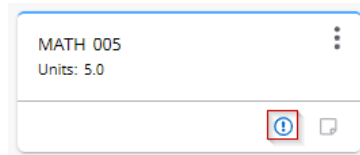
4. Use the top arrows on the left-hand side to maneuver across terms on the page. The term view can be expanded by selecting the  icon.



5. The **Still Needed** list of courses is hidden in the requirement sidebar. Click on the arrow above the Requirements section to see the requirements still needed for the student's **current** declared degree/major. For information on using the Still Needed list, see procedures on *How to Modify an Assigned Course Plan*.

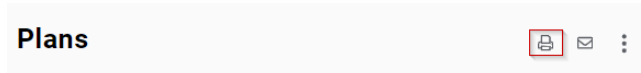


6. **Notes** are available to add in plan, term blocks, and individual requirements. A white note icon  indicates the note is empty. A blue note icon  indicates there is an active note.
- NOTE: Notes are not visible when printing the plan.
7. If a requirement has been marked as “critical” an  icon will appear next to the requirement.
- The critical indicator is used to identify critical requirements for completing the major in a particular term for an on-time graduation.
 - The critical indicator box can be placed on all requirements, except Placeholders. All users, except student users, have access to check and uncheck this critical indicator box.



PRINT THE PLAN

1. To print the plan, click on the **printer icon** located on the top right-hand corner of the Plan.



2. A new window will open with a pdf version of the plan. Click on the printer icon on the top right corner of the pdf to print the Plan.

University of California, Riverside



Student Name: [REDACTED]

Plan: Biochem (Biology Emphasis)-Math Placement 005

Total Planned Units: 126.0

Active: No

Status: Not Locked


Last Updated: [REDACTED]

College: Humanities, Arts, and Soc Sci Level: Undergraduate

Class Level: Senior Major: Sociology/Administrative Stds

Concentration: Human Rsrces Mgmt/Labr Relatns Cumulative GPA: 3.34

Advisor: Sumer Sharif, Major Advisor Academic Standing: Good Standing

Fall 2024	Winter 2025	Spring 2025
Units: 10	Units: 13	Units: 14
MATH 005 PRECALCULUS - CRS TEST Units: 5.0 	MATH 007A CALCULUS FOR LIFE SCIENCES Units: 4.0	MATH 007B CALCULUS FOR LIFE SCIENCES Units: 4.0
ENGL 001A BEGINNING COMPOSITION Units: 4.0	ENGL 001B INTERMEDIATE COMPOSITION Units: 4.0	BIOL 005A INTRO: CELL&MOLECULAR BIOLOGY Units: 4.0
BCH 095 TOPCS IN BCH FR CAREER PLANING Units: 1.0	CHEM 001A GENERAL CHEMISTRY Units: 4.0	BIOL 05LA INTRO TO CELL&MOECULR BIO LAB Units: 1.0
	CHEM 01LA GENERAL CHEMISTRY	

FINAL QUIZ

- Students' Self-service will display the plan from Degree Works that is:
 - Active
 - Locked
 - Active and Locked
 - None of the above
 Answer: C
- A student can remove the critical indicator from a course plan.

- a. FALSE. Only an advisor can remove a critical indicator from a course plan.
- 3. The Critical Indicator is used to identify courses required in a particular term for an on-time graduation.
 - a. TRUE