BRIDGEWATER STATE UNIVERSITY DEGREEWORKS

DegreeWorks Planner

Purpose:

- The DegreeWorks Planner is a new tool within DegreeWorks that helps undergraduate and graduate students create a plan for degree completion at BSU.
- DegreeWorks Planner gives students a sequenced plan of courses specific to their major. Used in conjunction with the Degree Audit, the plans provide detailed advising notes for students and help them plan when they should take their courses. This will help them avoid missing prerequisites and graduate on time.
- DegreeWorks Planner helps facilitate advising discussions by giving structure to students' courses. Rather than starting from scratch, advisors and students can simply update the existing plan each semester to fit a student's needs and schedule.

Rollout Timeline:

- The Planner was rolled out to first-year students Fall 2017. When freshmen begin spring advising in April, they will have plans assigned and will have received training on how to use them.
- The focus this year is on freshmen, though upperclassmen and graduate students can also create their own blank plans.
- Students are encouraged to print their plan and bring it with them to their advising meetings.

Resources:

- *For faculty:*
    - Turn this page over for a mini-tutorial on the DegreeWorks Planner.
    - Request an in-person training: https://tinyurl.com/dwtrainingbsu
    - Full training guides are available online: https://my.bridgew.edu/departments/AAC/SitePages/degreeworks.aspx
    - Email the AAC for help at AcademicAchievement@bridgew.edu
- *For students:*
    - Students can be referred to peer advisors who are trained in using the plans.
    - Students can connect with peer advisors by going to the Academic Achievement Center or emailing AACPeerAdvisor@bridgew.edu

Turn over for mini-tutorial on DegreeWorks Planner →

Accessing Plans: Log into Web for Faculty, go to DegreeWorks, then click **the "Plans" tab** in a student's Degree Audit
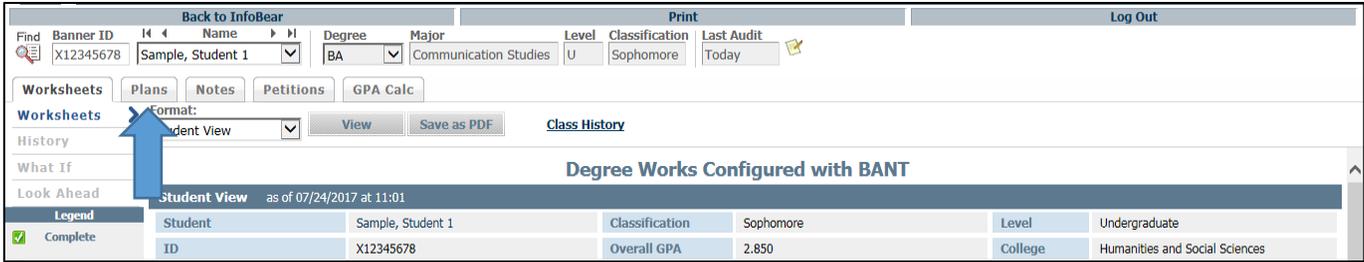
Plan Types: Freshmen have been assigned Plans that were created by their academic departments. If you want to change a student's plan or assign a Blank Plan (used for upperclassmen & graduate students), click "New Plan" and you'll see a list of Plan Templates like this:
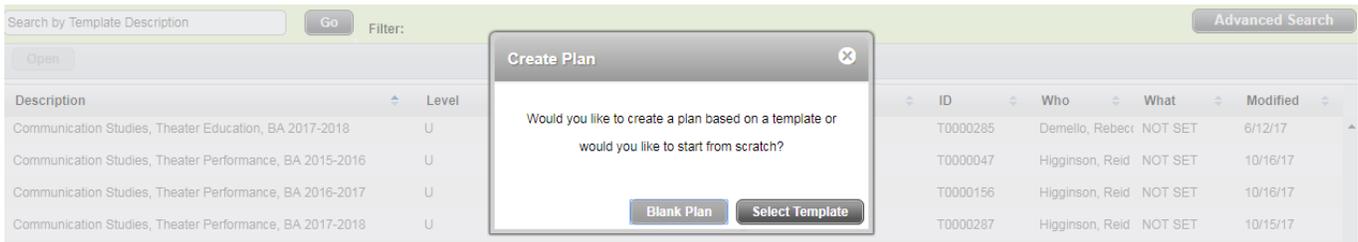
Using Plans: When you enter a student's plan you will first see the "Notes" view. To make changes to a plan, switch to the "Edit" view. This allows you to **add** courses, **delete** courses, **choose** between different course options, **move** courses, and add placeholder **notes**.