

UPDATING YOUR DEGREE PLAN

A Degree Works Student Handout

Step 1: Access Your Plan

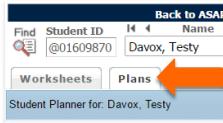
Step 2: Make Changes

Step 3: Save Changes

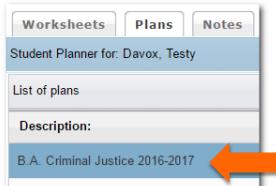
Step 4: Notify Your Advisor

Access Your Plan

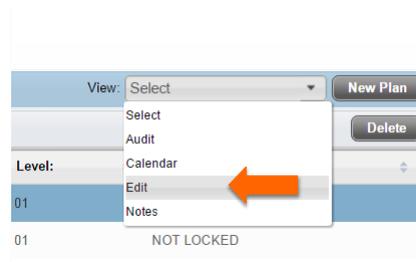
1. Log in to Degree Works
2. Click on the **Plans** Tab



3. Click on your plan



4. Click on Edit from the views menu



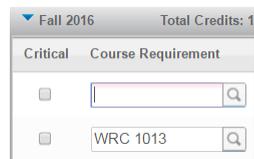
Make Changes

Changing A Course

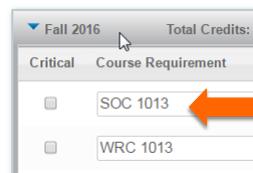
1. Select course information in field



2. Delete course information



3. Type in new course information



Make Changes

Deleting A Course

1. Select course (1) then click on minus icon (2)

Critical	Course Requirement	Credits	Minimum Grade	Delivery
<input type="checkbox"/>	SOC 1013	3.0	None	None
<input type="checkbox"/>	WRC 1013	3.0	None	None
<input type="checkbox"/>	HIS 1043	3.0	None	None
<input checked="" type="checkbox"/>	BIO 1233	3.0	None	None

2. The course is now removed from the plan

Critical	Course Requirement	Credits	Minimum Grade	Delivery	Notes
<input type="checkbox"/>	SOC 1013	3.0	None	None	
<input type="checkbox"/>	WRC 1013	3.0	None	None	
<input type="checkbox"/>	HIS 1043	3.0	None	None	

Tip: When selecting a course in the plan, you must select one of the open spaces (such as where the arrow is in the picture on the left) in the course row and not one of the fields (ex: where it says BIO 1233).

Make Changes

Adding A Course

1. Click on plus icon in the term where you want to add a class

Critical	Course Requirement	Credits	Minimum Grade	Delivery	Notes
<input type="checkbox"/>	WRC 1013	3.0	None	None	

2. Select **Course** from the menu

- Choice
- Course**
- GPA
- Non-course
- Placeholder
- Test Score

3. An empty row will be added to the term

<input type="checkbox"/>	SOC 1013	3.0	None	
<input type="checkbox"/>				None

4. Type the course information in the empty field (BIO 1404 used in picture)

<input type="checkbox"/>	SOC 1013			
<input type="checkbox"/>	BIO 1404			

Make Changes

Moving a Course to a Different Term

1. Select the course you want to move

Course Requirement	Credits
WRC 1023	3.0
HIS 1053	3.0

2. Click and drag the course to the term you want to move it to

Course Requirement	Credits
WRC 1023	3.0

3. The course has now been moved to the new term

Course Requirement	Credits
WRC 1023	3.0
HIS 1053	3.0
BIO 1243	3.0
ART 1103	3.0
C030 XXX3	3.0
CRJ 2113	3.0

Save Changes

1. After making changes to your plan, change the name of your plan by changing the text in the Description field. You can change completely or add in that the plan is pending approval or is revised.

Description: B.A. Criminal Justice 2016-2017 (Revised)

Degree: Bachelor of Arts

2. Click the **Save As** button at the bottom of the screen. This makes a copy of the plan. Students cannot make changes to plans that have been created by advisors, which is why a copy needs to be made. Changes to the plan will be saved to the copy rather than the original, advisor created plan.

Save As... Save

Notify Your Advisor

1. Once you've saved your revised plan, send an email to your advisor letting them know that you've made changes to your plan. Briefly describe what changes were made to your plan. Don't forget to include your ID number in your email!



2. Once your advisor reviews the changes to your plan, they will let you know if there are any problems with the changes you have made. If the plan is approved by your advisor, the plan you created will be your new active plan.

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Contact your advisor with any questions you may have.