## HOW TO MAKE A SEMESTER PLAN IN DEGREEWORKS

- 1. Login to DegreeWorks. This is done through MyInfo.
- 2. Click on the Plans Tab. (You must be on the MSU Secure Network if you are on campus.)
- 3. Click on New Plan. Select Blank Plan.
- 4. For Description type "Fall 2018 Advising". Click on the "+" button and select "2018 Fall". (Image 1) If you plan to register for Summer and Fall sessions add 2018 Summer also.
- 5. Add the classes you plan to take Fall 2018 (and Summer if that is part of your plan). You may add these manually by using the "+" in the 2018 Fall or Summer box and typing in the course rubric. Or you may expand the list of courses under your major in the box on the right and drag the courses into the plan. The first course that you drag must be dropped in the grey 2018 Fall or Summer box box. (Image 2) Flowsheets can be found on the <u>M&IE advising page</u> for reference on selecting courses.
- 6. Save your plan. This button is on the bottom right.
- 7. If you need to edit your plan, return to the Plans Tab. Click View Plan List (on the right). Double click on the Fall 2018 plan. For View use the drop down menu to change from Calendar to Edit. (Image 3) Make changes. Save your plan. To delete a class, click beside the class in the plan to highlight it blue. Click on the "-" square button to the right of the delete this term button.

## Image 1

Description:	Spring 2018	Active Locked	Still Needed
Dograa	Pachalar of Salanca	Lovel: Undergraduate Semaster	Add Term
Degree:		Level: Undergraduate - Semester	2015 Fall
Tracking Status:	Not displayed, plan is not active		2016 Spring
Disclaimer: You a	re encouraged to use this degree plan as a guide for tracking your progress toward co	mpletion of the above requirements. Your academic advisor or the Registrar's	2016 Fall
be contacted for	2017 Spring		
contact the Regis	2017 Summer		
			2017 Fall
			2018 Spring
			2018 Summer
			2018 Fall
			2019 Spring
			2010 Summor

## Image 2

Description:	Spring 2018	Active Locked	I 🖬 🗖	Still Needed
Degree:	Bachelor of Science	Level: Undergraduate - Semester		Refresh Collapse All
Tracking Status	Not displayed, plan is not active			Degree in Bachelor of Science CORE 2.0
2018 Sprin	g Total Credits: 0.0 🚯	Reassign Delete th	nis term 🕴 🗖	Major in Mechanical Engineering
Disclaimer You a	are encouraged to use this degree plan as a guide for tracking your progress toward or	mpletion of the above requirements. Your academic advisor	or the Registrar's	dd Requirement
be contacted for	assistance in interpreting this report. This plan is not your academic transcript and it is	Ch	noice	
contact the Regi	istrar's Office regarding this degree plan your official degree/certificate completion stat	Co	R	
contact the ridge		au or to obtain a copy or your acadonic a anompa	GF	PA s of Engineering
			Pla	aceholder
				1 Class in
				EGEN 488
				Advisor Approved Prof Elec-See
				Prof Elec Policy
				6 Credits in

## Image 3

View:	Calendar	Ψ.	View Plan List	New Plan
	Select			
	Calendar			
	Edit			
	Notes			