ENTERING A PROGRAM OF STUDY INTO DEGREEWORKS

Enter in a POS into DegreeWorks
Before you start...

- The Graduate School strongly recommends that students contact their Graduate Program Coordinator (GPC) for assistance with their Program of Study (POS).
  - If you do not know who your GPC is, please refer to the GPC list [http://rgs.usu.edu/graduateschool/degree/gpc-contacts/](http://rgs.usu.edu/graduateschool/degree/gpc-contacts/).

- The Graduate School only reviews the outlined Plan submitted with the signature page to the student’s USU transcript and policies outlined in the USU Catalog [http://catalog.usu.edu/preview_entity.php?catoid=12&ent_oid=998&returnto=portfolio&in_portfolio=1](http://catalog.usu.edu/preview_entity.php?catoid=12&ent_oid=998&returnto=portfolio&in_portfolio=1).

- The Graduate School does not audit or manage the DegreeWorks reporting, which is displayed on the main page (Worksheet page). This information is managed by the department. It is not required to be 100% accurate. Departments have the option to use this feature—check with individual department if they use it.
Step #1: Login to DegreeWorks

- Go to Access Banner [http://banner.usu.edu](http://banner.usu.edu).
- Click “USU Access”.
- A# and Password login screen will appear.
Logging into DegreeWorks

**Graduate Program Coordinator View**

Access Banner Main Menu

- Click “Faculty & Advisors”.
- Click “DegreeWorks”.
- Do NOT change the Semester anywhere along the process.

**Student View**

Access Banner Main Menu

- Click “Student Records”.
- Click “DegreeWorks”.
- Do NOT change the Semester anywhere along the process.
Logging into DegreeWorks

**Graduate Program Coordinator View**

- Enter student’s A#.
- Do NOT change the Semester anywhere along the process.

**Student View**

- Do NOT change the Semester anywhere along the process.
Step #2: Verify Degree Information

There are ONLY three items the Graduate School checks on this Worksheet screen:

- “Major 1”
- “Program Code”
- “Degree”

Please make sure these are correct.
Step #3a.: DegreeWorks Reporting

The Graduate School does NOT check or manage DegreeWorks reporting:

- “Degree Progress”
- “Advisors”
- “Still Needed”
- DegreeWorks Disclaimer: READ IT.
Step #3b.: DegreeWorks Reporting

- DegreeWorks is set up for Academic Advisors to track and manage student information. Not all graduate programs have Academic Advisors so the Graduate School cannot require the Reporting to be 100%.

- It is at the discretion of each department to decide to what extent they will use DegreeWorks.

- Training is available from the Registrar’s Office if departments want to use all the features and reporting tools.

- Any DegreeWorks reporting is managed by the department. Contact the department’s Graduate Program Coordinator.
Step #4: Create Plan

- From DegreeWorks main screen, click “Plans”.
- “Create Plan” prompt will appear.
- Click “Blank Plan”.

Plans Tab
Step #5: Name your Plan

Name the Plan you are creating with detailed information:

- Degree
  - MA, MS, MEd, EdS, PhD, MFHD, MHP etc.

- Plan Type
  - Plan A, B, C

- Specialization
  - Exercise Science, Animal Nutrition, etc.

Enter a Detailed Description
Step #6a.: Add Semesters

- Click “Add Term” icon.
- List of semesters will dropdown.
- Select appropriate semester.

**TIP:** Login to Access Banner and view unofficial transcripts to correctly identify semesters and courses already taken.
Step #6b.: Add Courses

- Use Drag and Drop method.
- Select courses from the department list at the right.
- Click on correct course, drag and drop to the correct semester.
- Course will show up under that semester.
- **Please check ALL credit amounts!** Sometimes DegreeWorks will automatically enter a different amount.
- Repeat steps for all semesters until complete.
Step #6c. Entering Transfer Credits

In the semester of Transfer Credit:

- Click “Add Requirement”, then select “Placeholder”.
- Click “Placeholder Requirement”, then select “Elective”.
- Enter Transfer Credit information into the “Value” box:
  - University Name
  - Course and Course Number
  - Credit amounts
- Add a comment in the “Notes” tab.

U of U CAEE 6600 3 credits
Step #7: Saving your Plan

- Once all semesters and courses being used for the Program of Study are entered in, click “Save”.
- Please check to make sure the courses and credits are correct.
Step #8: View Saved Plan

- In the Plans tab, click on “View: Select”, a dropdown box will appear.
- Select “Calendar” (Calendar View will take a moment to load).
- Calendar View will display each semester with courses that were entered.
- Please check to make sure the courses and credits are correct.
Step #9: Add Notes

Click “Notes” then “Add Note”, type in the information, then “Save Note” when complete.

Add Important Information:
- Language Requirement fulfillment (MA degree)
- Transfer Credit information
- Total credit count/department requirement
- POS revisions notes
Step #10: Worksheet

- Again, the Graduate School does not check the Worksheet reporting or require it to be correct.
- The Graduate School will review the committee signed “Plan” that is submitted by the Graduate Program Coordinator.
- If you have questions about the Program of Study, please contact the Graduate Program Coordinator.
Step #11a.: Submitting POS for Approval

**Graduate Program Coordinator**

- **Submitting POS for approval**
  - Please review the POS to make sure it meets degree requirements.
  - Please refer to the “Creating a Program of Study for DocuSign” tutorial for assistance in submitting the POS to the Graduate School.
  - You will receive a completed copy when all parties have signed the POS.

**Student**

- **Submitting POS for approval**
  - Contact your department’s Graduate Program Coordinator.
    - Let them know you have entered in a Plan in DegreeWorks.
  - The GPC will prepare your Program of Study for submission to the Graduate School.
  - Please allow up to 4 weeks for processing.
  - You will receive an email from DocuSign requesting your electronic signature.
  - You will receive a complete copy when all parties have signed your POS.
  - This signed copy is what is reviewed to your USU transcripts during final graduation checks, not the DegreeWorks reporting.
Step #11b.: Upload POS to the POS Inbox

- Upload POS_Lastname_A# to the POS Inbox in the SGS Forms Inbox in Box.
- This upload confirms the Graduate School has received it.
- We work in the Inbox everyday so you do not need to email us when you upload a document.
- If you do not see the form in the student’s file or in any Inbox, then we do not have it. Upload it again.