



## Creating an Academic Plan

**Step 1:** Begin by clicking on the *Plans* tab, once on the tab click *New Plan* and when prompted, select *Blank Plan*.

**Step 2:** Please select a term to serve as your starting term for this plan (i.e. Fall 2021) and click the green Submit button

**Step 3:** Enter a *Description* and click *Save*

**Step 4:** Add as many terms as you intend to plan.



The screenshot shows a user interface for course planning. On the left, a sidebar titled "Still Needed" contains a list of courses: General Education Comp..., General Education Inquir..., General Education - Way..., Major in Sociology, Understanding Hum..., Sociology as Vocatio..., Methods of Social R..., Introduction to Soci..., Basic Sociological Th..., Sociology as Vocatio..., Sociology: Capstone, Nine Credits of Soci..., and Six Credits of 4000 o... Each item has a right-pointing chevron. On the right, the main area shows a term selection for "Fall 2021" with a checkbox and "Credits: 0.0". Below this is a light green box with a "+" sign. In the top right corner of the main area is a green "ADD TERM" button. A large black arrow with a green glow points from the bottom left towards the "+" sign in the green box.

(Terms will appear here).

**Step 5:** Drag and drop courses from the Still Needed section into the green area (by the + sign of the respective term) of your planned terms. (TIP: Refresh the Still Needed area as you add courses to your plan).



# WAYNE STATE UNIVERSITY

Audit Save as copy

Still Needed

- General Education Comp...
- General Education Inquir...
- General Education - Way...
- Major in Sociology
- Methods of Social R... >
- Basic Sociological Th... >
- Sociology as Vocation... >
- Sociology: Capstone >
- Nine Credits of Soci... >
- Six Credits of 4000 o... >

Fall 2021 Credits: 3.0

Winter 2022 Credits: 2.0

Sp/Su 2023 Credits: 3.0

SOC 1010 Credits: 3.0

SOC 2200 Credits: 2.0

SOC 3220 Credits: 3.0

Drop Courses here

**Step 6:** Click *Audit* to see how your planned courses will appear in your Audit. This will open a new window titled *Planner Audit*. Review your audit thoroughly prior to registration to ensure all planned courses will go toward your degree requirements.

**NOTE:** Planning courses is not the same as registering. You will still need to register during the registration period. Additionally, planned courses will not appear in the Worksheets tab.

Preregistered					
Credits applied: 8 Classes applied: 3					
Course	Title	Grade	Credits	Term	Repeated
SOC 1010	Understanding Human Scty	PLAN	(3)	Fall 2021	
SOC 2200	Sociology as Vocation 1	PLAN	(2)	Winter 2022	
SOC 3220	Intro to Social Statistics	PLAN	(3)	Spring/Summer 2023	

The Academic Plan in Degree Works does not take prerequisites or special circumstances into consideration when adding courses, so working with your advisor is essential.