

Degree Check Student Training Manual

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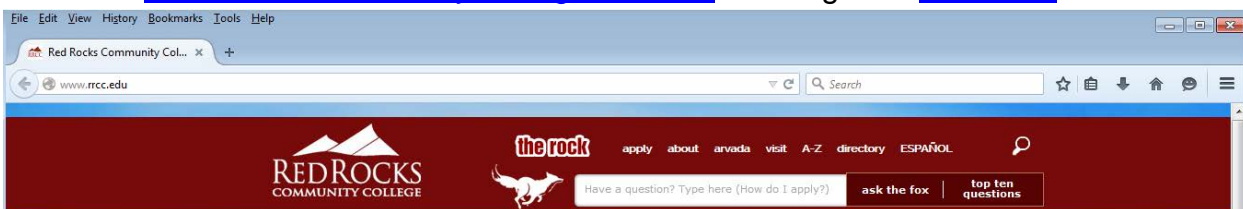
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How to Login to Degree Check

First of all what is Degree Check? Degree Check is a software program designed to help you track your progress to graduation. Once you choose a program of study Degree Check will tell you exactly which courses you need to take in order to attain your degree or certificate. This helps you to know exactly where you stand academically and what you still need to do in order to achieve your goals.

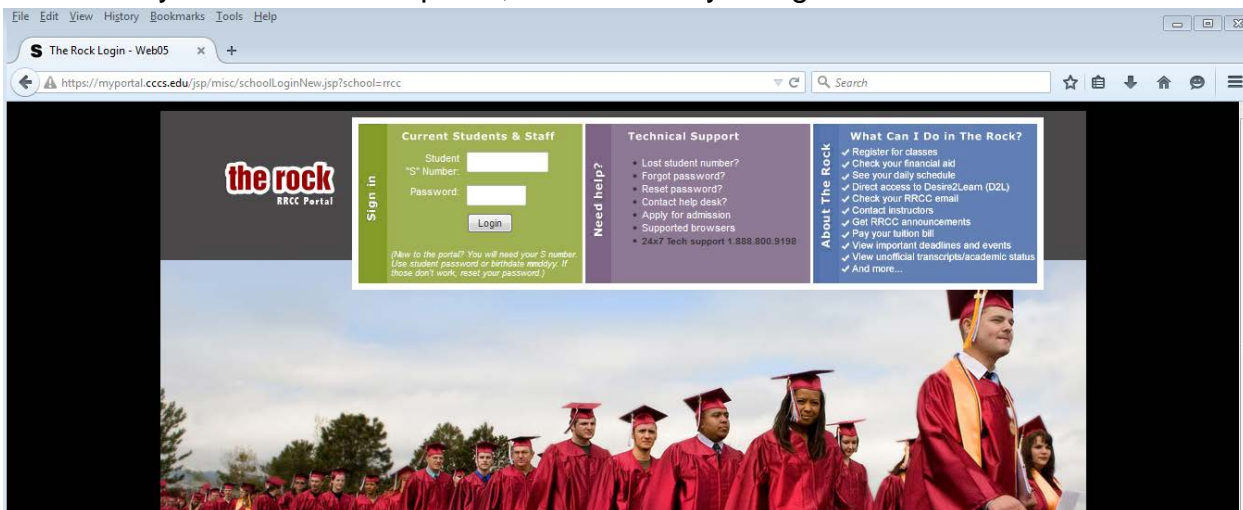
Sounds great, so how do you get to the Degree Check program? Just follow the steps below.

1. Go to the [Red Rocks Community College web site](http://www.rccc.edu) and Login to “The Rock”.



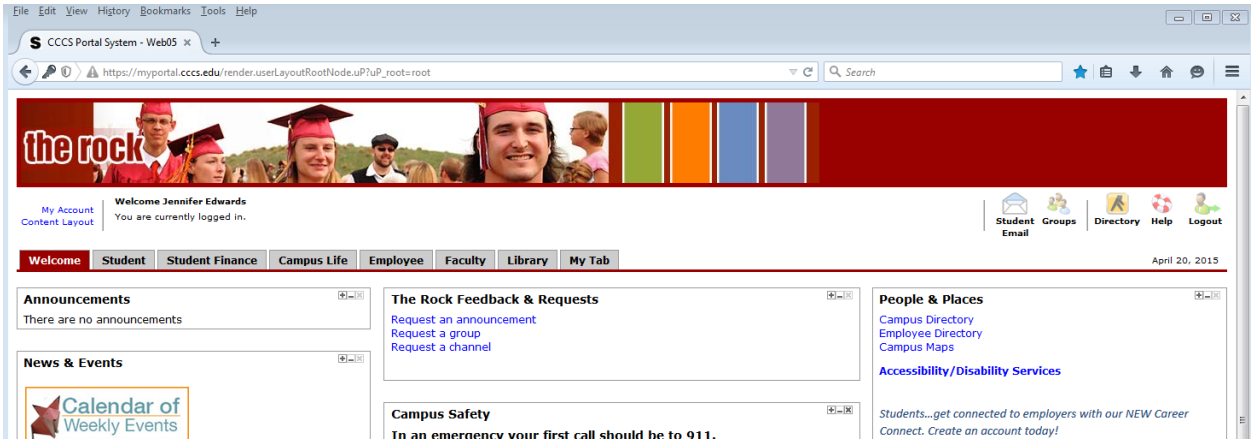
(“The Rock” is just above the fox mascot. Just click on the words “The Rock”.

2. This takes you to “The Rock” portal, this is where you login.

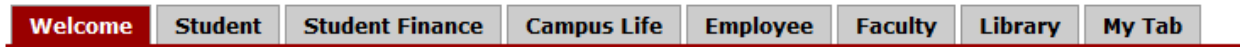


Type in your student number and password and then press the “Login” button.

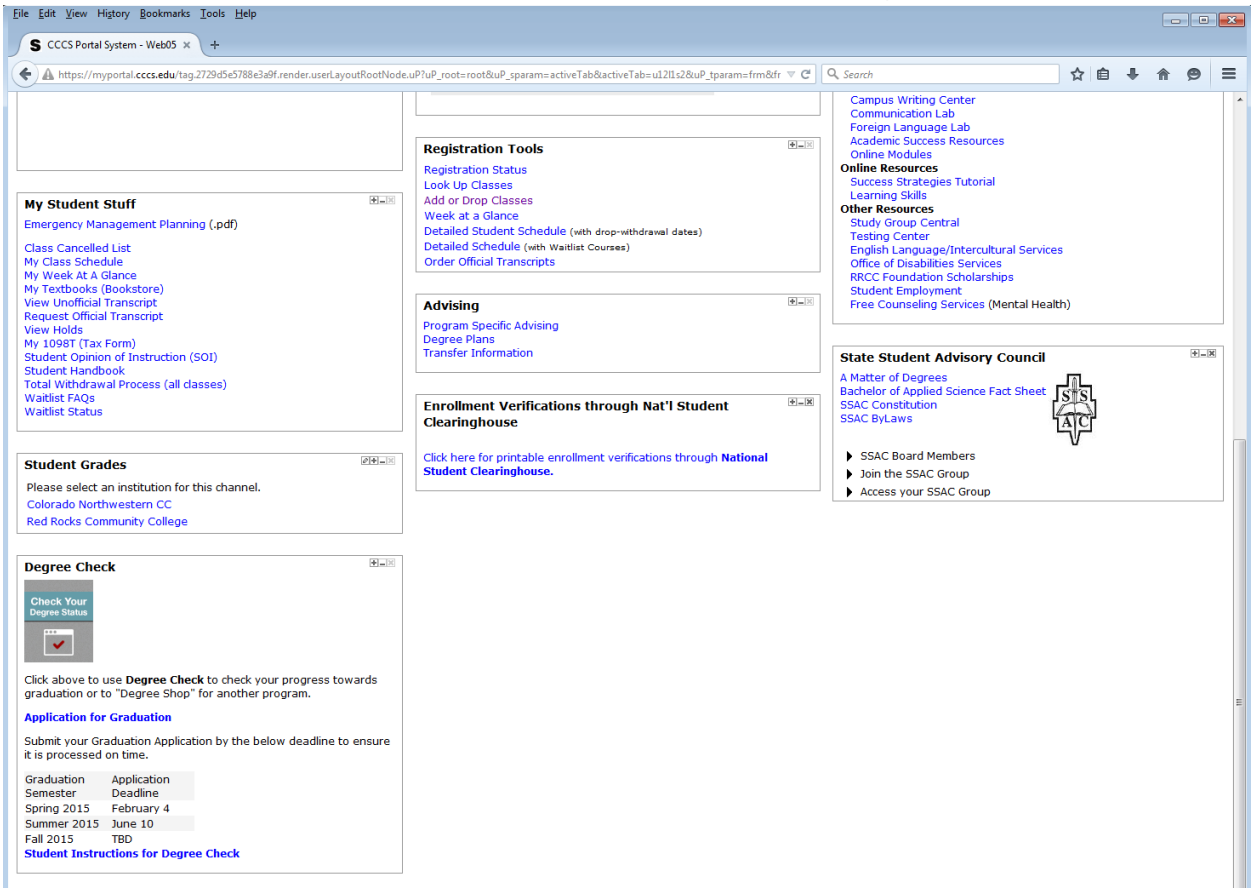
3. This will take you to The Rock Welcome Page.



4. Notice the menu tabs near the top of the page.



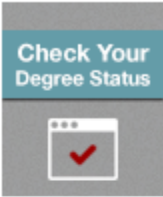
5. Click on the “Student” Tab. **Student** This will take you to the student page. From here you will need to scroll down to the bottom of the page.



6. In the lower left-hand corner you will see a Degree Check box, with a “Check Your Degree Status” icon.

Degree Check

[Check Your Degree Status](#)



Click above to use **Degree Check** to check your progress towards graduation or to "Degree Shop" for another program.

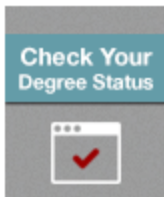
Application for Graduation

Submit your Graduation Application by the below deadline to ensure it is processed on time.

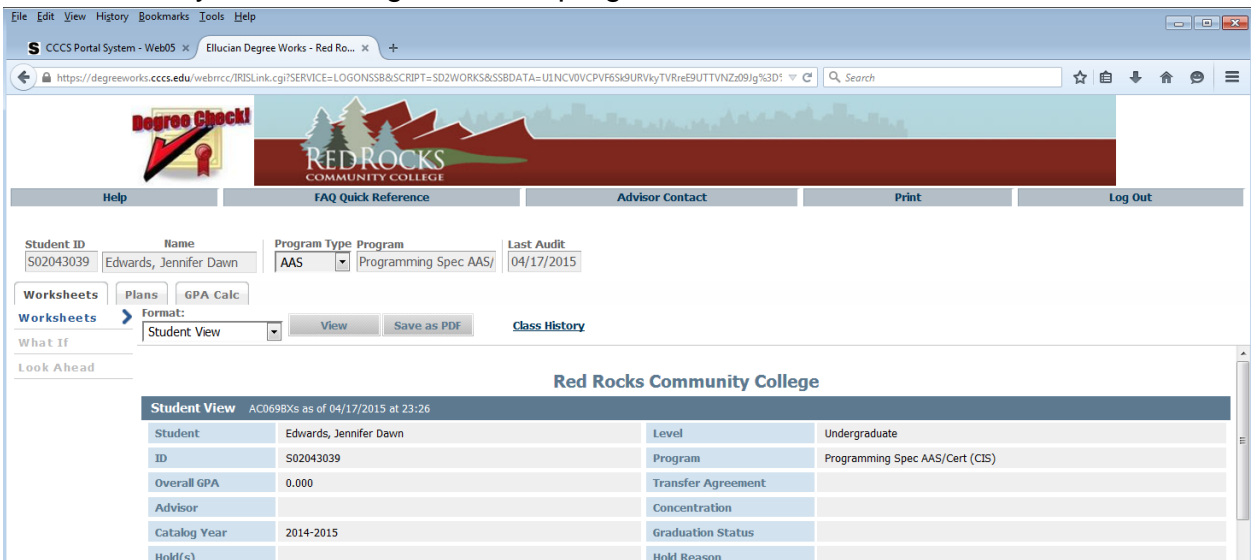
Graduation Semester	Application Deadline
Spring 2015	February 4
Summer 2015	June 10
Fall 2015	TBD

[Student Instructions for Degree Check](#)

7. Click on the "Check Your Degree Status" icon.



8. This will take you to the Degree Check program.



Student ID: S02043039 | Name: Edwards, Jennifer Dawn | Program Type: AAS | Program: Programming Spec AAS | Last Audit: 04/17/2015

Worksheets: Plans | GPA Calc

Format: Student View | View | Save as PDF | Class History

Look Ahead

Red Rocks Community College

Student View			
Student	Edwards, Jennifer Dawn	Level	Undergraduate
ID	S02043039	Program	Programming Spec AAS/Cert (CIS)
Overall GPA	0.000	Transfer Agreement	
Advisor		Concentration	
Catalog Year	2014-2015	Graduation Status	
Hold(s)		Hold Reason	

9. Congratulations! You have successfully logged into Degree Check. For help [Understanding the Degree Check Worksheet](#) click on this link.

Understanding the Degree Check Worksheet

Great you have made it to the Degree Check Worksheet. How does this page help you? –

1. First of all, it has all your information, Name, student number, program of study, what catalog year you entered college, if you have any holds, and what placement tests you have taken.

Student View				
Student	Edwards, Jennifer Dawn		Level	Undergraduate
ID	S02043039		Program	Programming Spec AAS/Cert (CIS)
Overall GPA	0.000		Transfer Agreement	
Advisor			Concentration	
Catalog Year	2014-2015		Graduation Status	
Hold(s)			Hold Reason	
Test Scores	PCMA	Prior College Math	121	02-DEC-14
	EXEN	Exempt English	90	06-NOV-14
	EXRE	Exempt Reading	90	06-NOV-14
	EXMA	Exempt Math	090	06-NOV-14
	ACEA	Accuplacer Elementary Algebra	037	16-JAN-14
	ACSS	Accuplacer Sentence Skills	034	16-JAN-14
	ACRC	Accuplacer Reading Comp	028	16-JAN-14

2. Legend – The Legend is nice to refer to when you need to know what an icon means. On your worksheet there will be an icon next to each requirement. The icon quickly lets you know if you have completed the requirement, or if you still have some work to do.

Legend		
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	<input checked="" type="checkbox"/> Transfer Class
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	<input checked="" type="checkbox"/> Any course number

3. Just below the legend you will see a progress bar. This bar tells you at a glance how close you are to graduation! As you can see this student is almost half-way there! (49% done!)

Disclaimer
 You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree audit report, your official degree/certificate completion status, or to obtain a copy of your academic transcript.



4. Now we get to the most important part, what classes you need to take in order to complete your program of study. Degree Check is divided into blocks, your program of study will determine which blocks are displayed. For the AAS this is the first block you will see. Other programs of study will display a different block,

but they all have the same functionality.

Major in Programming Specialist AAS		Academic Year: 2014-2015	Credits Required: 63
		Credits Applied: 31	
Unmet conditions for this set of requirements: 63-64 credits are required. You currently have 31, you still need 32 more credits.			
<input type="checkbox"/> GPA Requirement not Met			
Students must earn a minimum grade of C in all CIS, CNG, CSC, CWB and MGD courses required for this degree.			
<input type="checkbox"/> PROGRAMMING SPECIALIST REQUIRED COURSES			
<input checked="" type="checkbox"/> Intro to Programming	CSC 119 Satisfied by	Introduction to Programming CSET217 - Idaho State University	B* 3 Fall 2014
<input checked="" type="checkbox"/> Computer Science I: C++ or C# Programming	CSC 160 Satisfied by	Computer Science I: (Language) CSET219 - Idaho State University	A* 4 Fall 2014
<input type="checkbox"/> Database Design & Development	CIS 240	Database Design & Development	IP (3) Fall 2015
<input type="checkbox"/> Principles of Information Assurance	Still Needed: 1 Class in CNG 131		
<input type="checkbox"/> Fundamentals of UNIX	CIS 220	Fundamentals of Unix	IP (3) Fall 2015
<input type="checkbox"/> Choose three Object-Oriented Programming Languages	CSC 237 Still Needed: 5 Credits in CSC 161 or 240 or 241 or 246	Advanced C# Programming	IP (4) Spring 2015
<input type="checkbox"/> Computer Info Systems Electives	CIS 243 Still Needed: 6 Credits in CSC 225 or 280	Introduction to SQL	IP (3) Fall 2015
<input type="checkbox"/> Computer Information Systems General Ed. Requirements	Still Needed: See AAS- Computer Information System Generals section		

In the right corner of the block you will see how many credits are required for your program of study. (In this case 63 credits are required.) Directly underneath the “Credits Required” are the “Credits Applied”, this shows how many credits you have completed which count toward your course of study.

- In the body of the block you will see all the courses listed that are required for this program of study. Next to each course is an icon indicating whether or not the course has been completed, or is near completion.

The courses with a green check-mark beside them have been completed.

<input checked="" type="checkbox"/> Intro to Programming	CSC 119 Satisfied by	Introduction to Programming CSET217 - Idaho State University	B* 3 Fall 2014
<input checked="" type="checkbox"/> Computer Science I: C++ or C# Programming	CSC 160 Satisfied by	Computer Science I: (Language) CSET219 - Idaho State University	A* 4 Fall 2014

Courses with a blue box and one curved line indicate the course is In-progress. This means you are either register for the course, or are currently enrolled in the course. These courses will also appear with a blue background.

<input type="checkbox"/> Database Design & Development	CIS 240	Database Design & Development	IP (3) Fall 2015
--------------------------------------------------------	---------	-------------------------------	------------------

Courses with a blank box next to them are courses you still need to complete.

<input type="checkbox"/> Choose three Object-Oriented Programming Languages	CSC 237 Still Needed: 5 Credits in CSC 161 or 240 or 241 or 246	Advanced C# Programming	IP (4) Spring 2015
<input type="checkbox"/> Computer Info Systems Electives	CIS 243 Still Needed: 6 Credits in CSC 225 or 280	Introduction to SQL	IP (3) Fall 2015
<input type="checkbox"/> Computer Information Systems General Ed. Requirements	Still Needed: See AAS- Computer Information System Generals section		

To the right of each course requirement you will see the Course title, a grade if completed, or “IP” if In-progress. Next to the grade you will see how many credits the course is worth. If the credits appear in parenthesis that means the course is In-progress, so the credits are added to the Credits applied, but the

requirement is not yet complete. The last column indicates which semester the course was or will be taken.

- As you scroll down to the bottom of the requirement blocks you will see a section titled “Courses that do not apply to this program.” These are courses you have taken and they may apply to a different program, but they will not apply to your current program of study.

Courses that do not apply to this program				
CIS 118	Intro PC Applications	A*	3	Fall 2014
Satisfied by: CSET181 - Idaho State University				
CWB 110	Compit Web Author: HTML5 & CSS	IP	3	Summer 2015
CWB 205	Compl Web Scriptng:RubyOnRails	IP	3	Summer 2015
DAN 141	Ballroom Dance I	IP	1	Spring 2015
DAN 141	Ballroom Dance	IP	1	Summer 2015
FIW 100	Fundamentals of Woodworking	IP	3	Summer 2015
FIW 109	Introduction to Cabinetmaking	IP	4	Fall 2015
GEO 106	Human Geography: SS2	C*	3	Fall 2014
Satisfied by: GEOG113 - Utah State University				

- Below the “Courses that do not apply” section you will see an “In-progress” section. These are all the courses that you are currently taking or have registered for.

In-progress				
CIS 220	Fundamentals of Unix	IP	3	Fall 2015
CIS 240	Database Design & Development	IP	3	Fall 2015
CIS 243	Introduction to SQL	IP	3	Fall 2015
CSC 237	Advanced C# Programming	IP	4	Spring 2015
CWB 110	Compit Web Author: HTML5 & CSS	IP	3	Summer 2015
CWB 205	Compl Web Scriptng:RubyOnRails	IP	3	Summer 2015
DAN 141	Ballroom Dance I	IP	1	Spring 2015
DAN 141	Ballroom Dance	IP	1	Summer 2015
FIW 100	Fundamentals of Woodworking	IP	3	Summer 2015
FIW 109	Introduction to Cabinetmaking	IP	4	Fall 2015

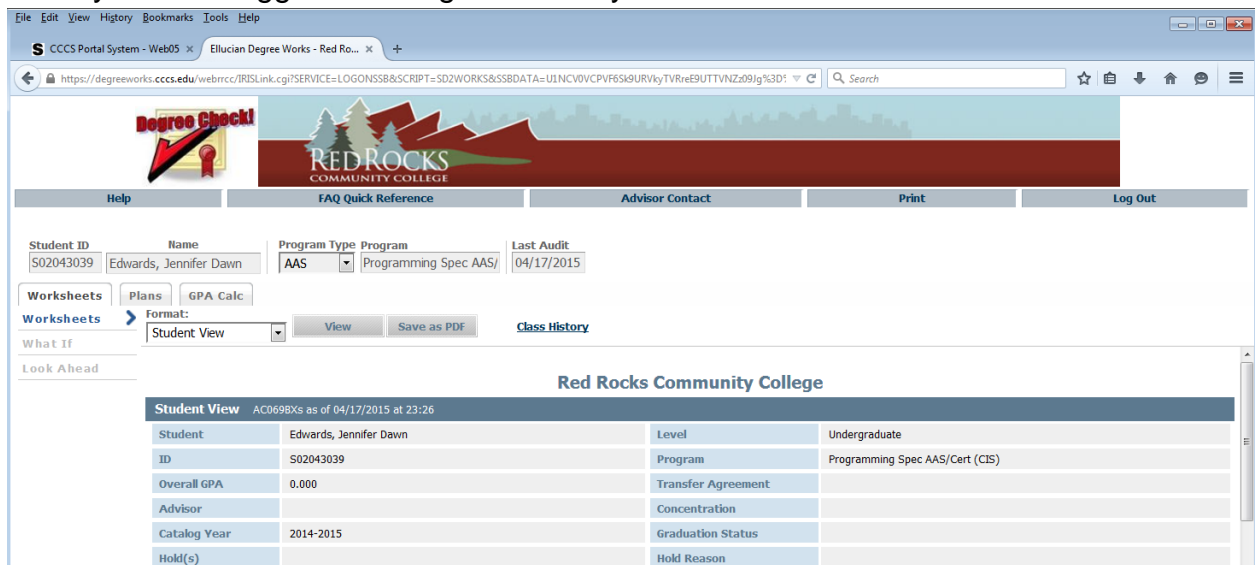
- So the worksheet tells you at a glance where you are at in you progress toward completing your program of study. If you have any questions please see an advisor or register for a Degree Check Training Workshop (This is a free workshop offered online at different times throughout the year).

Degree Plans

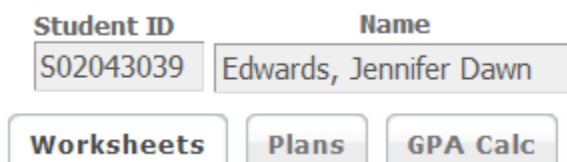
What is a degree plan? A Degree plan is a well thought out path to achieving your degree. Planning which courses you need to take and when you need to take them is key to your success. This will help you avoid roadblocks such as a class not being offered the semester you need to take it. Or you cannot take the course you want because you have not yet taken the prerequisite. These problems may be avoided if you create a Degree Plan. Degree Plans help you to graduate on time!

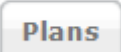
Great, so how do you create a Degree Plan? – Just follow the steps below.

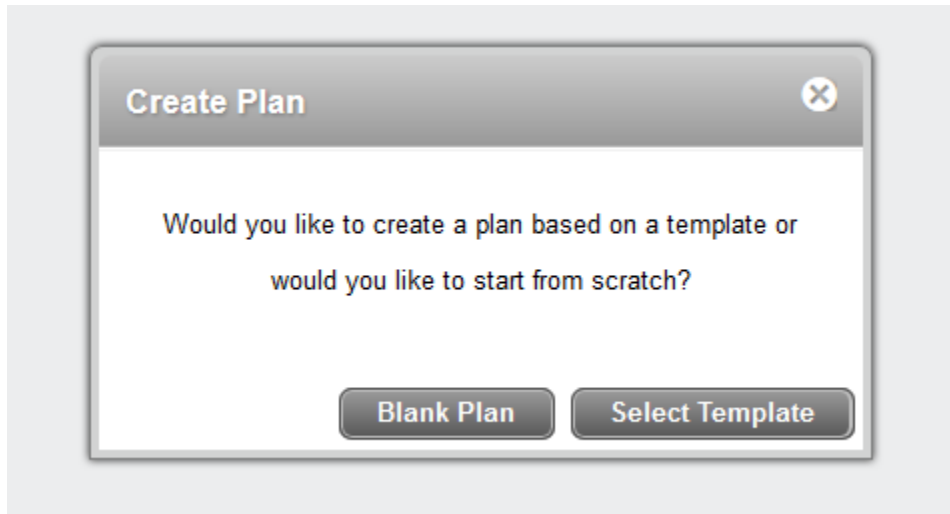
1. First if you have not logged into Degree Check make sure you do so. For help logging in click on this link – [How to Login to Degree Check](#).
2. Once you have logged into Degree Check you should be on this screen.



3. Right underneath you Student ID and Name you will see some menu tabs.



4. Click on the “Plans” Tab.  If you do not already have a plan created you should see this box:



Now you will have to decide if you want to use a template for your plan, where most of the work is already done for you, or do you want to start from scratch and create your own. **New students just starting out should use the template** to make sure they are taking courses at the right time in order to earn their degree as soon as possible. The only time you would create a blank plan is if you have already taken several classes that count toward your course of study.

[How to Create a Degree Plan from a Template](#)

So first we will go over how to create a plan from a template. Click on the “Select

Template” button.



This takes you to a long list of templates. In order find the template for your chosen course of study just type a keyword into the “Search by Template Description” box, and

then press “Go”.

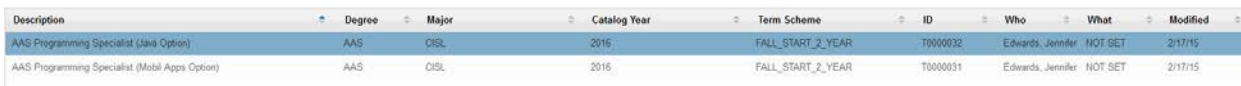


This student is studying Programming so she will type in the word “Programming. After clicking on the “Go” button a list of templates will appear.



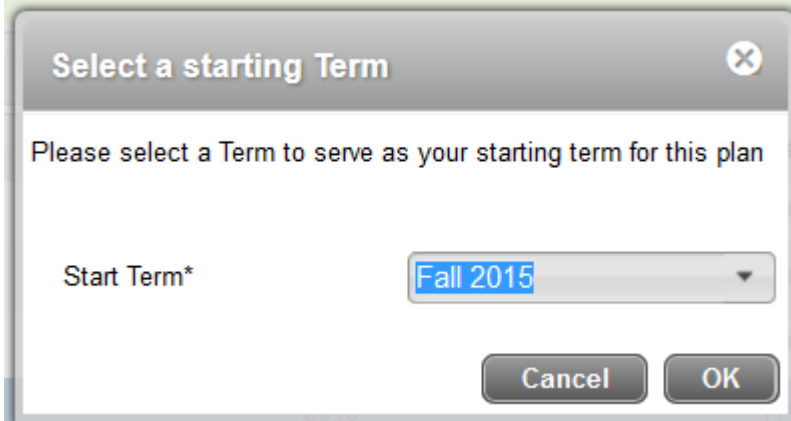
In this case there are two different templates for the student to choose from. Make sure you choose the template that corresponds with your course of study. In this students case both of these templates correspond, but each of them has a different emphasis. This student wants to study Java, so she will choose the “AAS Programming Specialist (Java Option)” template. If you are unsure of which template you should be using please talk to an advisor and they will help you develop a plan.

Double Click on the template you are going to use.

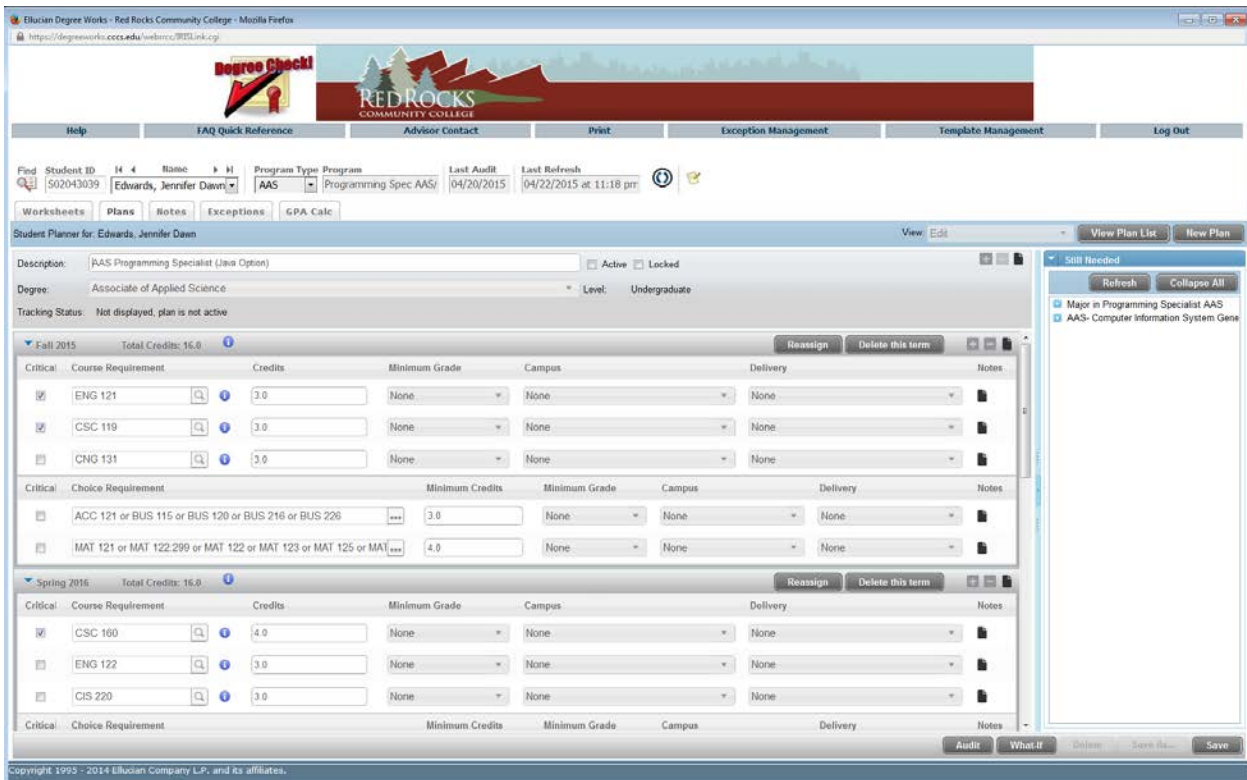


Description	Degree	Major	Catalog Year	Term Scheme	ID	Who	What	Modified
AAS Programming Specialist (Java Option)	AAS	CISL	2016	FALL_START_2_YEAR	T0000032	Edwards, Jennifer	NOT SET	2/17/15
AAS Programming Specialist (Mobil Apps Option)	AAS	CISL	2016	FALL_START_2_YEAR	T0000031	Edwards, Jennifer	NOT SET	2/17/15

Next you will be asked to select a starting Term. Select the current term or a future term you are starting to plan for **NOT** the terms you have already completed. (Degree Check will not plan for the past.) This student has chosen to start planning her degree ASAP, which the soonest option is fall 2015.

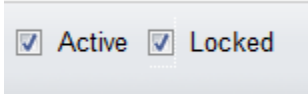
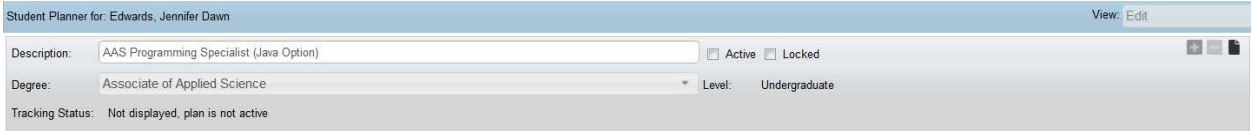


After clicking the “OK” button you will be taken to the chosen template. Your screen will look similar to this:



The template already lists all the courses you need to take in order to earn this degree or certificate. Now we will go through the steps to modify the template to this student’s specific need.

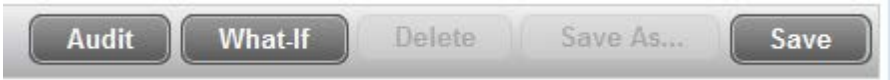
1. If you are a brand new student and have not taken any courses that count toward your chosen course of study then you do not need to change anything. You can simply make your plan active, lock it and save it. So at the very top of the page



check the “Active” box and the “Locked” box.

This will turn on tracking for your plan which keeps track of the courses you have completed and lets you know when you have deviated from your plan.

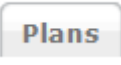
- 2. Now go to the bottom right hand corner and click the “Save” button.

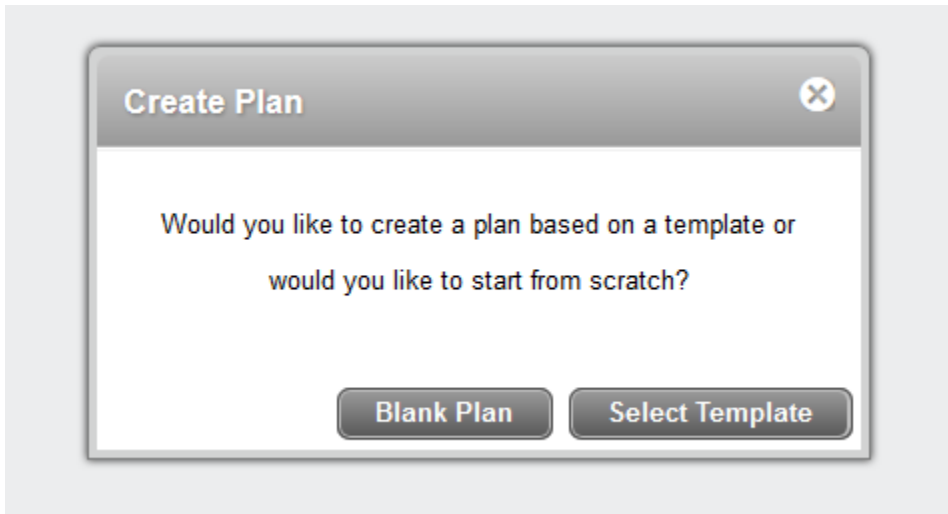


- 3. Now go to the “[Additional Features Available on the Plan](#)” section to make sure your plan is correct.

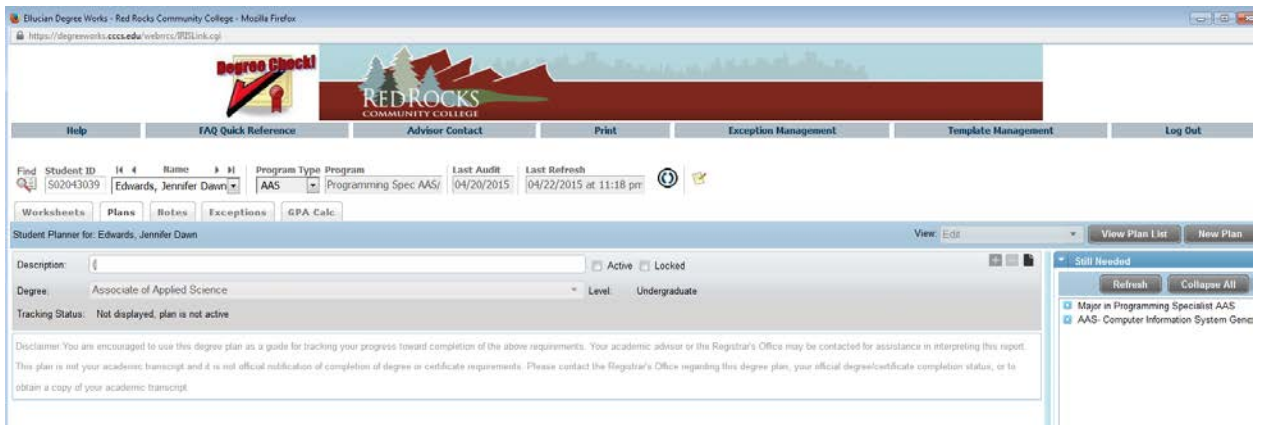
Creating a Plan from Scratch

Some people may want to create a plan from scratch. This is useful when you have already completed many of the requirements in your course of study. So rather than delete these courses from the template you will want to start out with a blank plan and only add the additional courses you need.

1. Click on the “Plans” Tab.  If you do not already have a plan created you should see this box:



2. Click on “Blank Plan”
3. You should now see a screen that looks like this:



4. The first thing you need to do is type in a title for your plan in the “Description” text box. This student chose the title “My Plan to Graduate in four semesters”.

Description: Active Locked

- Click “Active” and “Locked” to turn on the tracking status. Then go to the bottom right-hand corner and click on “Save”.

- Next you need to add the semesters that you will be planning coursework for. To do this click on the “+” sign located to the far right of the “Active” and “Locked” check boxes.

Description: Active Locked
Degree: Level:

- Select the next term you will be attending college.

Still Needed

interpreting thi
pletion status

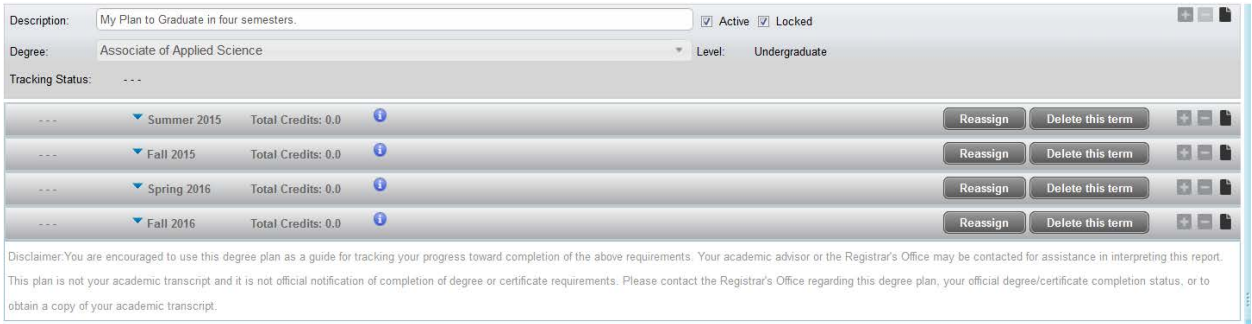
Add Term

- Summer 2013
- Fall 2013
- Spring 2014
- Summer 2014
- Fall 2014
- Spring 2015
- Summer 2015
- Fall 2015
- Spring 2016
- Summer 2016
- Fall 2016

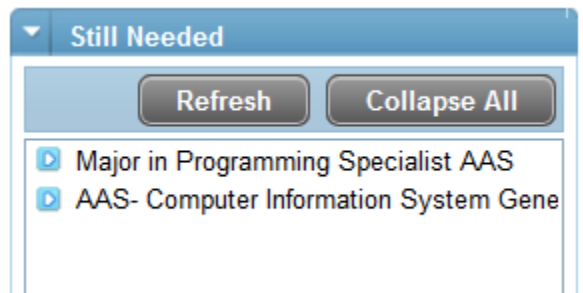
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- This student chose summer 2015. Continue adding semesters until you have added all the semesters you plan to attend. This student plans to complete her

course of study in 4 semesters, so she added 4 semesters to her plan.



9. Now you are ready to plan your course of study. Go to the right hand side of the



page under the “Still Needed” section.

10. Click on the little blue triangle buttons next to the degree titles. This will open up and show you a list of all the courses you still need to take for your course of

study. Make sure you open each of the blue triangles.

Still Needed

Refresh Collapse All

Major in Programming Specialist AAS
PROGRAMMING SPECIALIST R
COURSES
Principles of Information
Assurance
1 Class in
CNG 131
Choose three Object-Oriented
Programming Languages
5 Credits in
CSC 161 or
CSC 240 or
CSC 241 or
CSC 246
Computer Info Systems
Electives
6 Credits in
CSC 225 or
CSC 280

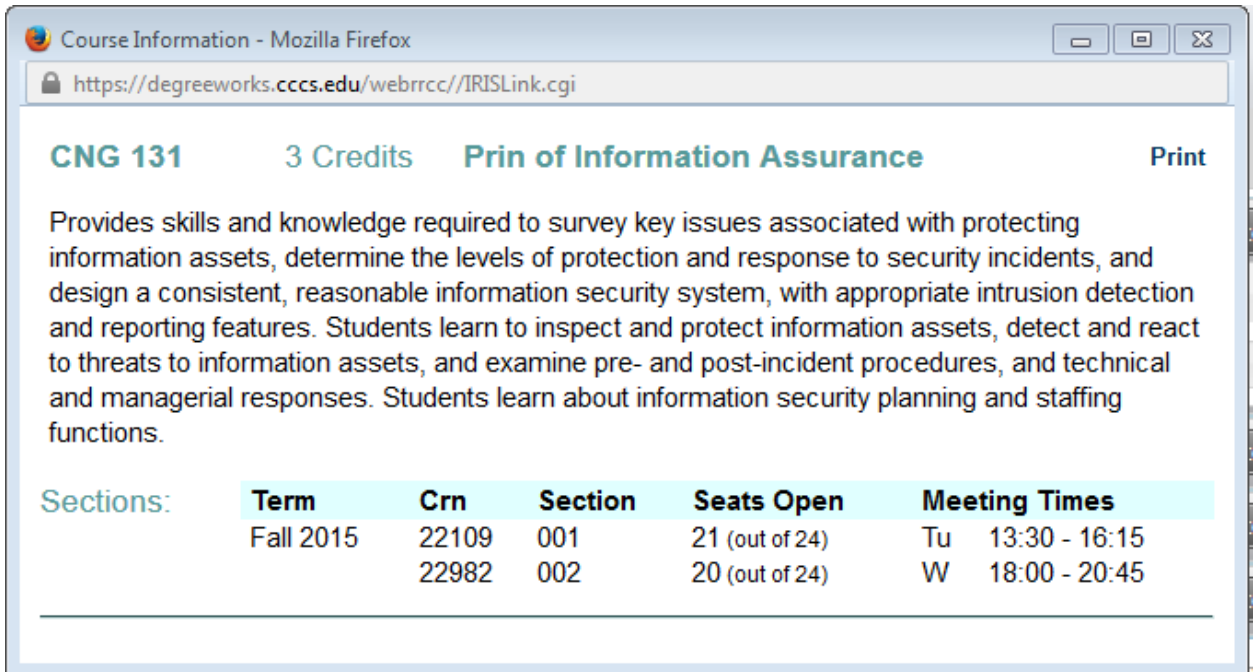
AAS- Computer Information System G
COMPUTER INFO SYSTEMS
ELECTIVES
Faculty Advisor Approved Busine
Courses
Choose from 1 of the following:

11. Select a course from the “Still Needed” box and **drag** it to the first semester you are planning for. In this case summer 2015.

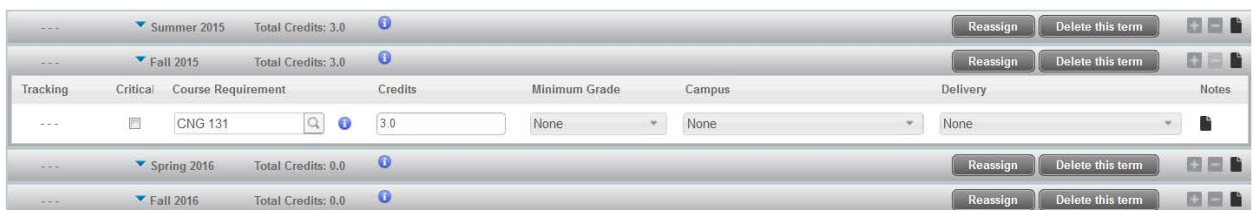


12. This student drug CNG 131 from the “Still Needed” box to the summer 2015 box. One thing you have to be very careful of when creating a plan from scratch is not to plan courses for semesters the course is not offered.

13. To see if CNG 131 is offered summer 2015 click on CNG 131 in the “Still Needed” box. This will pop up a screen with a class description and what semesters the course is offered.



14. As you can see CNG 131 is only offered in the fall. So this student needs to drag CNG 131 from summer 2015 semester to fall 2015.



15. Continue dragging courses from the “Still Needed” box to the semester blocks until all courses have been added. Make sure to check that each course if offered

during the semester you assigned it to.

Description: My Plan to Graduate in four semesters. Active Locked

Degree: Associate of Applied Science Level: Undergraduate

Tracking Status: ---

--- Summer 2015 Total Credits: 7.0 + -

Tracking	Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
---	<input type="checkbox"/>	ACC 121	4.0	None	None	None	
---	<input type="checkbox"/>	CSC 240	3.0	None	None	None	

--- Fall 2015 Total Credits: 11.0 + -

Tracking	Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
---	<input type="checkbox"/>	CNG 131	3.0	None	None	None	
---	<input type="checkbox"/>	ENG 121	3.0	None	None	None	
---	<input type="checkbox"/>	SPA 111	5.0	None	None	None	

--- Spring 2016 Total Credits: 9.0 + -

Tracking	Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
---	<input type="checkbox"/>	CSC 280	6.0	None	None	None	
---	<input type="checkbox"/>	CIS 268	3.0	None	None	None	

--- Fall 2016 Total Credits: 8.0 + -

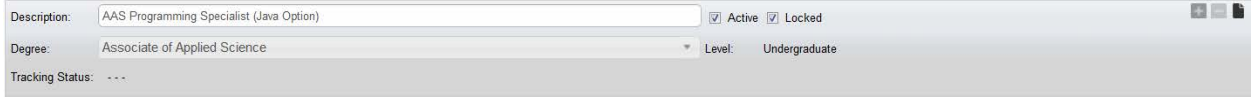
Tracking	Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
---	<input type="checkbox"/>	CIS 289	3.0	None	None	None	

16. Now go down to bottom right-hand corner and save your plan.

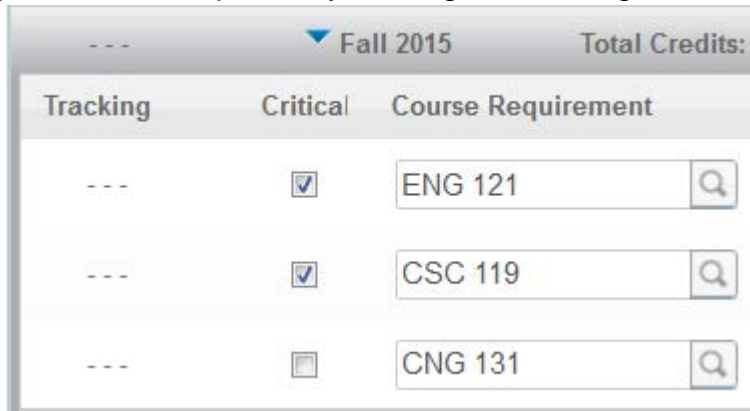
17. Now go to the [“Additional Features Available on the Plan”](#) section to make sure your plan is correct.

Additional Features Available on the Plan

1. Now that you have saved your plan you will see “Tracking Status” on your plan.



Right now the tracking is blank because you have not taken any courses on your plan. Once you complete a course the tracking status will show completed next to the course name. If you did not complete the course in the semester you planned to complete it, you will get a warning beside the course.



Tracking	Critical	Course Requirement
---	<input checked="" type="checkbox"/>	ENG 121
---	<input checked="" type="checkbox"/>	CSC 119
---	<input type="checkbox"/>	CNG 131

2. Another feature now available to you is the “View” this enables you to view your plan in different formats. The “View” option is located at the top right.



3. The most useful view is the “Audit” view. This enables you to see the worksheet and your plan side by side. This audit shows not only the courses you have taken, but the courses you plan to take.

Worksheets Plans Notes Exceptions GPA Calc

Student Planner for: Edwards, Jennifer Dawn

View: **Print** View Plan List New Plan

New Planner Worksheet

WA025807 as of 04/23/2015 at 10:46

Student	Edwards, Jennifer Dawn
Level	Undergraduate
ID	S02043039
Program	Associate of Applied Science
Overall GPA	0.000
Transfer Agreement	
Advisor	
Concentration	

Legend

- Complete Complete except for classes in-progress Transfer Class
- Not Complete Nearly complete - see advisor Any course number

Disclaimer

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Credits Degree Progress

89%

Major in Programming Specialist AAS Academic Year: 2014-2015 Credits Required: 63 Credits Applied: 56

AAS Programming Specialist (Java Option)

Active: Yes
Degree: Associate of Applied Science Status: LOCKED
Level: Undergraduate Tracking Status: ...

2015-2016

Fall 2015, Total Credits: 16.0	Spring 2016, Total Credits: 16.0
* ENG 121 3.0	* CSC 160 4.0
* CSC 119 3.0	ENG 122 3.0
CNG 131 3.0	CIS 220 3.0
ACC 121 or BUS 115 or BUS 120 or BUS 216 or BUS 226 3.0	COM 115 or COM 125 or THE 118 3.0
MAT 121 or MAT 122-299 or MAT 123 or MAT 125 or MAT 135 or MAT 166 or MAT 201 or MAT 202 or MAT 204 or MAT 261 4.0	ART @ or FRE @ or GER @ or HUM @ or ITA @ or JPN @ or LIT @ or MUS @ or PHI @ or RUS @ or SPA @ or THE @ or AST @ or BIO @ or CHE @ or ENV @ or GEY @ or PHY @ or SCI @ 3.0

You should notice that on the worksheet, the progress bar only reads 89%. So there is something we have not planned for. We want this progress bar to read 100%.

- If you scroll down through the worksheet you will see courses you have not taken but have planned for show up in blue. If your progress bar is not 100% there will be some requirements that show up in red.

Choose three Object-Oriented Programming Languages

CSC 237	Advanced C# Programming	IP	(4)	Spring 2015
(CSC 240)	Java Programming	PLAN	(3)	Fall 2016
(CSC 241)	Advanced Java Programming	PLAN	(3)	Spring 2017

Computer Info Systems Electives

(CSC 225)	Computr Arch/Assembly Language	PLAN	(4)	Spring 2017
(CSC 280)	Internship	PLAN	(3)	Spring 2017
(CIS 243)	Introduction to SQL	PLAN	(3)	Spring 2017

Computer Information Systems General Ed. Requirements

Still Needed: See **AAS- Computer Information System Generals** section

Blocks included in this block

AAS- Computer Information System Generals

AAS- Computer Information System Generals Academic Year: 2014-2015

COMPUTER INFO SYSTEMS ELECTIVES

Faculty Advisor Approved Business Courses

Still Needed: Choose from 1 of the following:

Accounting Principles I

(1 Class in ACC 121) or

Intro to Business

(1 Class in BUS 115) or

Intro to E-Commerce

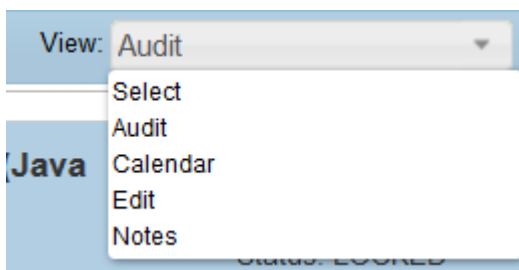
(1 Class in BUS 120) or

- You should notice that these courses in red are on your planner, but they are part of a list of courses you can choose from.

--- <u>Fall 2015, Total Credits:</u> 16.0		
---	* <u>ENG 121</u>	3.0
---	* <u>CSC 119</u>	3.0
---	<u>CNG 131</u>	3.0
---	ACC 121 or BUS 115 or BUS 120 or BUS 216 or BUS 226	3.0

You will see ACC 121, BUS 115, and Bus 120 are in Red on the worksheet, they also show on the right-hand side in the planner, but not as individual courses.

- To complete the planning for these courses go the “View” selection box and select “Edit”.



- This will take you back to your plan. Notice there are some requirements that have three dots to the right hand side of them.

ACC 121 or BUS 115 or BUS 120 or BUS 216 or BUS 226 ...

MAT 121 or MAT 122:299 or MAT 122 or MAT 123 or MAT 125 ...

This means they are courses you may choose from. Courses you do not get to choose do not have three dots; they will have something that looks like a magnifying glass next to them.

ENG 121

CSC 119

CNG 131

8. In order to get your worksheet to 100% you need to choose which courses in these options you are going to take. So find the first requirement on your plan that has three dots next to it.

ACC 121 or BUS 115 or BUS 120 or BUS 216 or BUS 226

9. Once you click on the three dots all your choices will appear in a list.

Course	Attribute	Course/Lab	Attribute
<input type="radio"/> ACC 121 <input type="button" value="Q"/>	<input type="button" value="i"/> None <input type="button" value="v"/>	<input type="button" value="+"/> <input type="button" value="-"/>	
<input type="radio"/> BUS 115 <input type="button" value="Q"/>	<input type="button" value="i"/> None <input type="button" value="v"/>	<input type="button" value="+"/> <input type="button" value="-"/>	
<input type="radio"/> BUS 120 <input type="button" value="Q"/>	<input type="button" value="i"/> None <input type="button" value="v"/>	<input type="button" value="+"/> <input type="button" value="-"/>	
<input type="radio"/> BUS 216 <input type="button" value="Q"/>	<input type="button" value="i"/> None <input type="button" value="v"/>	<input type="button" value="+"/> <input type="button" value="-"/>	
<input type="radio"/> BUS 226 <input type="button" value="Q"/>	<input type="button" value="i"/> None <input type="button" value="v"/>	<input type="button" value="+"/> <input type="button" value="-"/>	

10. You will notice a round button to the left of each course. Click this to select the course you want to take. This student is choosing to take BUS 120.

Course	Attribute	Course/Lab	Attribute
<input type="radio"/> ACC 121 <input type="button" value="Q"/>	<input type="button" value="i"/> None <input type="button" value="v"/>	<input type="button" value="+"/> <input type="button" value="-"/>	
<input type="radio"/> BUS 115 <input type="button" value="Q"/>	<input type="button" value="i"/> None <input type="button" value="v"/>	<input type="button" value="+"/> <input type="button" value="-"/>	
<input checked="" type="radio"/> BUS 120 <input type="button" value="Q"/>	<input type="button" value="i"/> None <input type="button" value="v"/>	<input type="button" value="+"/> <input type="button" value="-"/>	
<input type="radio"/> BUS 216 <input type="button" value="Q"/>	<input type="button" value="i"/> None <input type="button" value="v"/>	<input type="button" value="+"/> <input type="button" value="-"/>	
<input type="radio"/> BUS 226 <input type="button" value="Q"/>	<input type="button" value="i"/> None <input type="button" value="v"/>	<input type="button" value="+"/> <input type="button" value="-"/>	

11. Once you have made your choice click “Done” You should **NEVER** click “add another option”. The only time you would click “Select none” would be if you have not yet decided which course you want to take within this option.

12. The requirement now shows up as an individual course instead of an option.



13. Repeat this process for each requirement that has three dots next to it.

14. Save the changes you have made to your plan, and then go to the “Audit” view again. Your progress bar should now read 100%. If you are having trouble getting your progress bar to read 100%, please meet with an advisor or schedule a web help session at: [\(LINK TO SIGN UP FOR SKYPE HELP SESSION.\)](#)

15. Another feature on the “Audit” view is the “Courses that do not apply to this program section”. This section is located at the bottom of the audit so scroll down to the bottom.

Courses that do not apply to this program			
CHE 111	Gen College Chem I/Lab: SC1	PLAN	3 Fall 2016
CIS 118	Intro PC Applications	A*	3 Fall 2014
Satisfied by: CSET181-Idaho State University			
CIS 220	Fundamentals of Unix	IP	3 Fall 2015
CIS 240	Database Design & Development	IP	3 Fall 2015
CIS 243	Introduction to SQL	IP	3 Fall 2015
CSC 119	Introduction to Programming	PLAN	3 Fall 2015
CSC 160	Computer Science I: (Language)	PLAN	4 Spring 2016
CSC 236	C# Programming	PLAN	3 Fall 2016
CWB 110	Complt Web Author: HTML5 & CSS	IP	3 Summer 2015
CWB 205	Compl Web Scriptng:RubyOnRails	IP	3 Summer 2015
DAN 141	Ballroom Dance I	IP	1 Spring 2015
DAN 141	Ballroom Dance	IP	1 Summer 2015
ENG 122	English Composition II: CO2	PLAN	3 Spring 2016
FIW 100	Fundamentals of Woodworking	IP	3 Summer 2015
FIW 109	Introduction to Cabinetmaking	IP	4 Fall 2015
GEO 106	Human Geography: SS2	C*	3 Fall 2014
Satisfied by: GEOG113-Utah State University			
MAT 121	College Algebra : MA1	PLAN	4 Fall 2015

16. In this student's case she has 6 courses that she has planned for which do not apply to this program. Most students will not have any blue courses, but if you

have transferred in courses, or you are working on more than one degree or certificate you may have courses that show up in blue. You should determine which courses you can take off your plan. By scrolling up to the top of the worksheet we see that this student took ENG 122 at Utah State University, so she has already met this requirement.

<input checked="" type="checkbox"/> English Composition II or Tech Writing				
ENG 122	English Composition II: CO2	C*	2	Fall 2014
Satisfied by		ENGL201-Utah State University		

She may delete ENG 122 from her plan.

17. How can she delete a course from her plan? Go back to the “Edit” view.

Student Planner for: Edwards, Jennifer Dawn

Description: AAS Programming Specialist (Java Option) Active Locked

Degree: Associate of Applied Science Level: Undergraduate

Tracking Status: ---

--- Fall 2015 Total Credits: 16.0

Tracking	Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
---	<input checked="" type="checkbox"/>	ENG 121	3.0	None	None	None	
---	<input checked="" type="checkbox"/>	CSC 119	3.0	None	None	None	
---	<input type="checkbox"/>	CNG 131	3.0	None	None	None	

--- Spring 2016 Total Credits: 16.0

Tracking	Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
---	<input type="checkbox"/>	Selected: BUS 120	3.0	None	None	None	
---	<input type="checkbox"/>	Selected: MAT 121	4.0	None	None	None	

--- Spring 2016 Total Credits: 16.0

Tracking	Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
---	<input checked="" type="checkbox"/>	CSC 160	4.0	None	None	None	
---	<input type="checkbox"/>	ENG 122	3.0	None	None	None	
---	<input type="checkbox"/>	CIS 220	3.0	None	None	None	

Now find ENG 122

--- Spring 2016 Total Credits: 16.0


Tracking	Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
---	<input checked="" type="checkbox"/>	CSC 160	4.0	None	None	None	
---	<input type="checkbox"/>	ENG 122	3.0	None	None	None	
---	<input type="checkbox"/>	CIS 220	3.0	None	None	None	

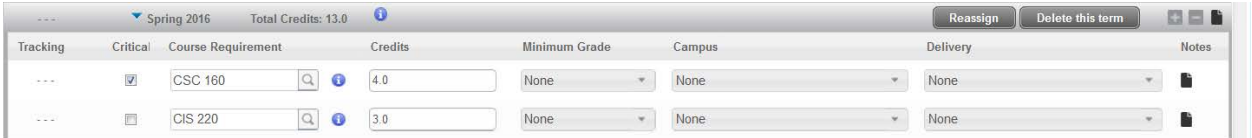
For this student's plan it is in the spring 2016 semester. Now click on the area behind the ENG 122 box. This will give the requirement a blue background.

--- Spring 2016 Total Credits: 16.0

Tracking	Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
---	<input checked="" type="checkbox"/>	CSC 160	4.0	None	None	None	
---	<input type="checkbox"/>	ENG 122	3.0	None	None	None	
---	<input type="checkbox"/>	CIS 220	3.0	None	None	None	

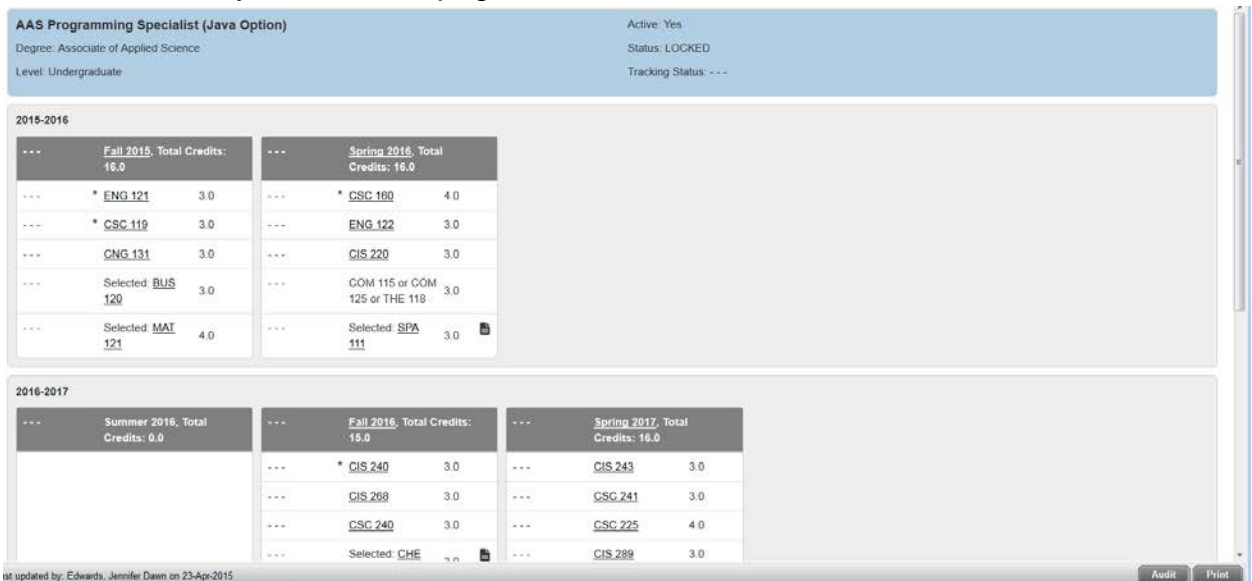
Once the course you want to delete has a blue background go to the top right corner of the semester block, here you see the buttons “Reassign” and “Delete this term”. **DO NOT CLICK “Delete this term”!** That will delete all the courses

for the entire semester. You want to click on the small “-“button that is located further to the right.  Once you click the “-“ button ENG 122 will no longer show up in the plan.



Now if you view the audit this course will no longer be listed under courses that do not apply. This student wants to leave the other course because she is also working toward completing another certificate.

18. Another view available to you now is the “Calendar” view. When you select the “Calendar” view you will see a page that looks similar to this.



19. This displays each semester you have planned to take courses, so you know at a glance which courses you need to register for each semester. You can scroll through to see all the semester. You may also print this if you want a hard copy.

20. Once you have gone through this tutorial you should have an academic plan that is 100% complete. If you are still running into problems or have any questions please meet with an advisor or schedule a web help session at: (LINK TO SIGN UP FOR SKYPE HELP SESSION.)