Degree Check Student Training Manual

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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.

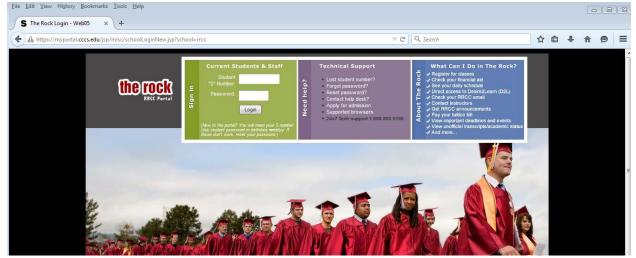
Sounds great, so how do you get to the Degree Check program? Just follow the steps below.

1. Go to the Red Rocks Community College web site 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.

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lite rock				
My Account Welcome Jennifer Edwards			I 🚖 🎄 I 属 (63 L.
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You are currently logged in. Welcome Student Student Finance Campus Life E	mployee Faculty Library My Tab		Email	
ontent Layout Vou are currently logged in. Welcome Student Student Finance Campus Life E	The Rock Feedback & Requests Request an announcement		People & Places Campus Directory	April 20, 2015
Vou are currently logged in. Welcome Student Student Finance Campus Life E Nnnouncements (9–10)	The Rock Feedback & Requests	€	Email People & Places	April 20, 2015

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

	Welcome	Student	Student Finance	Campus Life	Employee	Faculty	Library	My Tab
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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.

A https://myportal.cccs.edu/tag.2729d5e5788e3a9f.render.userLayoutRootNode.	uP?uP_root=root&uP_sparam=activeTab&activeTab=u12l1s2&uP_tparam=frm&fr 🔍	° C'	Q. Search	☆	Ê	÷	A	ø	Ξ
CCCS Portal System - Web05 × A https://myportal.cccs.edu/tag.2729d5e5788e3e9f.render.userl.ayoutRootNode. My Student Stuff Emergency Management Planning (.pdf) Class Cancelled List My Class Schedule My Textbooks (Rookstore) View Unofficial Transcript Request Official Transcript Request Official Transcript Student Opinion of Instruction (SOI) Student Opinion of Instruction (SOI) Student Copinion of Instruction (SOI) Student Anabook Total Writdrawal Process (all classes) Warkits FAQ Waitist FAQ Waitist Status Please select an institution for this channel. Colorado Northwestem CC Red Rocks Community College	Registration Tools (E) Registration Status (E) Look Up Classes (E) Add or Drop Classes (E) Detailed Schedule (with drop-withdrawal dates) (E) Detailed Schedule (with Wattiat Courses) (E) Order Official Transcripts (E) Advising (E) Degree Plans (E) Transfer Information (E)	7 C (C. Search C. Search C. Compus Writing Center Communication Lab Foreign Language Lab Academic Success Resources Online Resources Online Resources Success Strategies Tutorial Learning Skills Other Resources Study Group Central Testing Center English Language/Intercultural Service Office of Disabilities Services RRCC Foundation Scholarships Student Employment Free Counseling Services (Mental Healt State Student Advisory Council A Matter of Degrees Bachelor of Applied Science Fact Sheet SSAC Constitution SSAC ByLaws SSAC Board Members Join the SSAC Group Access your SSAC Group	5		+	r	ب	3
Degree Check Degree Check Check Your Degree Sharb Difference Degree Sharb Difference Degree Sharb Difference Degree Sharb 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 Application Deadline Semester Deadline February 4 Summer 2015 Student Instructions for Degree Check									

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	:k	* -X
	-	c k to check your progress towards ' for another program.
Application for	Graduation	
Submit your Gra it is processed		tion by the below deadline to ensure
Graduation Semester	Application Deadline	
Spring 2015	February 4	
Summer 2015	June 10	
Fall 2015	TBD	
Student Instru	ctions for Degre	e Check

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



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

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S CCCS Portal System - We	eb05 × Ellucian Degree	Works - Red Ro × +								
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Bo	gree Check!	REDROCKS	etalista.	ana ang katalan di	data					
Help		FAQ Quick Reference	Advis	or Contact	Print		Lo	g Out		
Worksheets Plans Worksheets > For	, Jennifer Dawn	AAS Programming Spec AAS/ 04/	t Audit (17/2015 ss History Red Rocks	Community College	3					
S	Student View AC06	98Xs as of 04/17/2015 at 23:26								- 1
3	Student	Edwards, Jennifer Dawn		Level	Undergraduate					=
1	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 <u>Understanding the Degree Check Worksheet</u> 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 AC06	Student View AC0698Xs as of 04/17/2015 at 23:26										
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 EXEN Exempt English EXRE Exempt Reading EXMA Exempt Math ACEA Accuplacer Elementary Algebra ACSS Accuplacer Sentence Skills ACRC Accuplacer Reading Comp	121 90 90 090 037 034 028	02-DEC 06-NOV 06-NOV 06-NOV 16-JAN- 16-JAN- 16-JAN-	-14 -14 -14 -14 -14							

 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		
Complete	Complete except for classes in-progress	(T) Transfer Class
Not Complete	Nearly complete - see advisor	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!)



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

5. 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.

Intro to Programming	CSC 119 Satisfied by	Introduction to Programming CSET217 - Idaho State University	B*	3	Fall 2014
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.

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.

Choose three Object-Oriented Programming Languages	CSC 237	Advanced C# Programming	IP	(4)	Spring 2015
Choose three Object-Oriented Programming Languages		5 Credits in CSC 161 or 240 or 241 or 246			
	CIS 243	Introduction to SQL	IP	(3)	Fall 2015
Computer Info Systems Electives	Still Needed:	6 Credits in CSC 225 or 280			
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.

6. 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	Cmplt 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			

7. 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	Cmplt Web Author: HTML5 & CSS	Ib	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	IÞ	3	Summer 2015
FIW 109	Introduction to Cabinetmaking	IP	4	Fall 2015

8. 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.

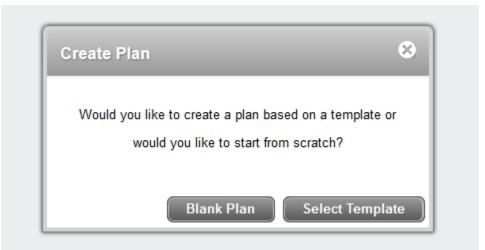
- 1. First if you have not logged into Degree Check make sure you do so. For help logging in click on this link <u>How to Login to Degree Check.</u>
- 2. Once you have logged into Degree Check you should be on this screen.

CCCS Portal System - Web0	05 × Ellucian Damas	Works - Red Ro × +			
			U1NCV0VCPVF6Sk9URVkyTVRreE9UTTVNZz09Jg%3Df ▽	C Search	☆自∔合∮
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Help		FAQ Quick Reference	Advisor Contact	Print	Log Out
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ksheets Plans ksheets Forma I If Ahead Stud Stud Stud Stud Stud Stud Add	GPA Calc mat: udent View • udent View ACCOSS tudent) verall GPA	View Save as PDF Class PEXs as of 04/17/2015 at 23:26 Edwards, Jennifer Dawn S02043039	Red Rocks Community Colleg Level Program Transfer Agreement	Undergraduate	

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

Student ID	Name							
S02043039	Edwards, Jennifer Dawn							
Worksheets	Plans	GPA Calc						

4. Click on the "Plans" Tab. Plans 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. <u>New students just starting out should use the template</u> 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 "Co"	Search by Template Description	Go
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.

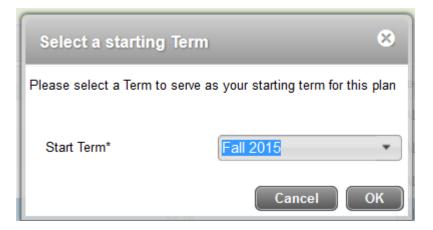
Student Planner for: Edwards, Jennifer Dawn								Vi	w Edit		÷	View Pla	an List	New Pl	an
rowse Templates															
ogramming Go g	Filter:											(Adva	anced Searc	ah i
Opmin Dislatu															
	* Degre	on (†	Major	÷	Catalog Year	÷	Term Scheme		ID	e wi	ю ‡	What		Modified	
Open Description AAS Programming Specialist (Java Option)	t Degra		Major CISI.		Catalog Year 2016	ł	Term Scheme FALL_START_2_YEAR	ŧ	ID 10000032		i o ‡		ŧ	Modified 2/17/15	

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	10	ID	= Who	= Wha	6X - 24	Modified	0
AAS Programming Specialist (Java Option)	AAS	CISL.	2016	FALL_START_2_YEAR		T0000032	Edwards	Jannifer 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 <u>NOT</u> 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:

https://de	greeworks.cccs.edu/webrrc	c/905Link.cg				-										
			logi	ee Checki	1	Pho-	1	and and	Anathol	9	notal	144				
					ED	ROCKS										
	Help	FAQ	Quick	Reference	and the same of th	idvisor Contact		Print		Exce	eption Manager	ient	Tem	plate Manag	ement	t Log Out
	043039 Edwards, Je	nnifer Daw	1000	Program Type Program AAS Programm	ning Sper	c AAS/ Last Audit 04/20/2015	Last Refres 04/22/201	da 5 at 11:18 prr	0 8							
Workshe	ets Plans No ner for Edwards, Jennifer		cepti	ions GPA Calc									View: Edit		_	View Plan List New Pla
	AAS Programming												County First			Still Needed
escription:	Associate of App			(ption)				Level: Un							-	Refresh Collapse All
ogree acking St	atus. Not displayed, pla							Levec On	dergraduate							Major in Programming Specialist AAS AAS- Computer Information System G
🕈 Eall 20	15 Total Cred	ts: 16.0	0								Reas	sign 🚺 Dele	te this term	000	÷	
Critical	Course Requirement			Credits	Mini	mum Grade	Campus				Delivery			Notes		
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Critical	Choice Requirement					Minimum Credits	Minimi	um Grade	Campus			Delivery		Notes	H	
13	ACC 121 or BUS 11	or BUS 1	20 or 1	BUS 216 or BUS 226		3.0	None	÷	None		÷ 4.	None	4			
10	MAT 121 or MAT 122	299 or MA	122	or MAT 123 or MAT 125 or	mai ma	4.0	None		None		÷	None	*			
 Spring 	2016 Total Cred	ta: 16.0	0								Reas	sign) Dele	te this term	0.0.0		
Critical	Course Requirement			Credits	Mini	mum Grade	Campus				Dollvery			Notes		
1	CSC 160	Q.	0	4.0	Non	e. *	None				None		*	R.,		
	ENG 122	Q	0	3.0	Non	• •	None			*	None		*			
81	CIS 220	Q	0	(3.0	Non	e 7	None				None					
Critica	Choice Requirement					Minimum Credits	Minim	um Grade	Campus			Delivery		Notes		
														Audit	What-If	Dolare Saro fa Save

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

Student Planner	for: Edwards, Jennifer Dawn		View: Edit
Description:	AAS Programming Specialist (Java Option)	Active 🖂 Locked	
Degree:	Associate of Applied Science	* Level: Undergraduate	
Tracking Status	Not displayed, plan is not active		
		Active V Locked	
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.

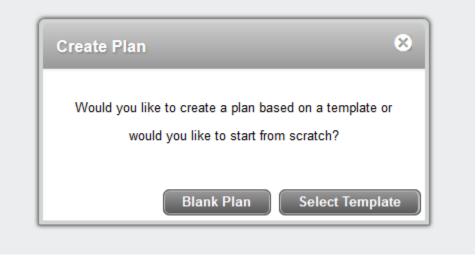
Audit What-If	Delete	Save As	Save
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3. Now go to the "<u>Additional Features Available on the Plan</u>" section to make sure your plan is correct.

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. Plans 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:

Blucian Degree Works - Red R	locks Community College - Mapilla Firefax					00
 magent way tornal state of 	Bogree Check	REDROCKS		a second dama		
Help	FAQ Quick Reference	Advisor Contact	Print	Exception Management	Template Managemen	nt Log Out
	ards, Jennifer Dawn 💌 🗛 💌 Progra Notes Exceptions GPA Calc		Last Refresh 04/22/2015 at 11:18 prr	<u>B</u>	View: Edr	View Plan List New Plan
Description:			Active T Locked			* Still Needed
	e of Applied Science		 Level: Undergradua 	de .		Refresh Collapse All
and the second second	ayed, plan is not active					Major in Programming Specialist AAS
	ed to use this degree plan as a gode for tracking you					
	re transcript and it is not official notification of comple	tion of degree or cettificate requirements	Please contact the Regultrar's Office to	qualing this degree plan, your afficial degree	certificate completion status, or to	
obtain a copy of your academ	ne transcript					

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

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

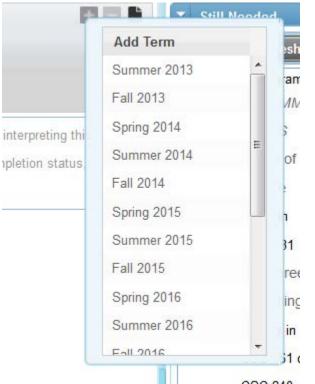
Audit What-If	Delete	Save As	Save
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 Next you need to add the semesters that you will be planning coursework for. To do this click on the "+" sign located to the far right of the "Active" and "Locked" check boxes.

Description:	My Plan to Graduate in four semesters.		Active 📝 Locked	
Degree:	Associate of Applied Science	Leve	el: Undergraduate	



7. Select the next term you will be attending college.



8. 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

Description:	My Plan to Graduate in fou	r semesters.		V Active V Locked					
Degree:	Associate of Applied Science			* Level: Undergraduate	Level: Undergraduate				
Fracking Status:									
	Summer 2015	Total Credits: 0.0	0		Reassign	Delete this term	08		
	Fall 2015	Total Credits: 0.0	0		Reassign	Delete this term	00		
	Spring 2016	Total Credits: 0.0	0		Reassign	Delete this term	00		
	Fall 2016	Total Credits: 0.0	0		Reassign	Delete this term	00		

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

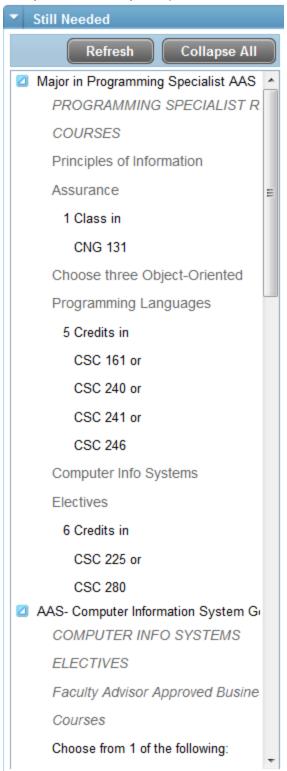
9. Now you are ready to plan your course of study. Go to the right hand side of the



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.



11. Select a course from the "Still Needed" box and <u>drag</u> it to the first semester you are planning for. In this case summer 2015.

	5	ummer 2015 To	tal Credits: 3.0	0				Reassign Dete	te this term		COURSES
Tracking	Critical	Course Requirem	ent	Credits	Minimum Grade	Campus		Delivery		Notes	Principles of Information
2427	10	CNG 131	Q 0	3.0	None *	None	Ψ.	None	v		Assurance 1 Class in
127.	▼ Fa	all 2015 To	tal Creditt: 0,0	0				Reassign Dele	te this term		CNG 131

- 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.

🕘 Course Informatio	on - Mozilla Firef	ox								
https://degreeworks.cccs.edu/webrrcc//IRISLink.cgi										
CNG 131 3 Credits Prin of Information Assurance Print										
information ass design a consis and reporting fe to threats to info	ets, determin tent, reasona atures. Stude ormation asse	e the levels ble informants learn t ets, and ex	s of protection ation securit o inspect an amine pre- a		o securit propriate ion asse procedur	y incidents, and intrusion detection its, detect and react res, and technical				
Sections:	Term	Crn	Section	Seats Open	Mee	eting Times				
	Fall 2015	22109	001	21 (out of 24)	Tu	13:30 - 16:15				
		22982	002	20 (out of 24)	W	18:00 - 20:45				
							·			

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.

	Summer 2015	Total Credits: 3.0	0			Reassign Delete this te	
	🔻 Fall 2015	Total Credits: 3.0	0			Reassign Delete this te	em 🛛 🖬 🖬
Tracking	Critical Course Rec	quirement	Credits	Minimum Grade	Campus	Delivery	Notes
	CNG 131	Q 🗿	3.0	None *	None	* None	*
	Spring 2016	Total Credits: 0.0	0			Reassign Delete this te	m 881
	🔻 Fall 2016	Total Credits: 0.0	0			Reassign Delete this te	

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

Description:	My Plan to	Graduate in four se	mesters.					Active V Locker	1				
Degree:	Associate	of Applied Scienc	e					* Level: Undergrade	iate				
Fracking Status													
	🔻 Si	immer 2015 T	fotal Credits:	7.0	0						Reassign Delete	e this term	
Tracking	Critical	Course Require	ment		Credits	Minimum Grad	е	Campus			Delivery		Notes
		ACC 121	Q	0	4.0	None	Ψ.	None		Ψ.	None	٣	
		CSC 240	Q	0	3.0	None	w	None		w.	None	*	ľ
	🔻 Fa	II 2015 T	fotal Credits:	11.0	0						Reassign Delete	e this term	00
Tracking	Critica	Course Require	ment		Credits	Minimum Grad	е	Campus			Delivery		Notes
		CNG 131	Q	0	3.0	None	*	None		٣	None	÷	È
000		ENG 121	Q	0	3.0	None	*	None		۳.	None	¥	L
		SPA 111	Q	D	5.0	None	Ŧ	None		Ŧ	None	Ŧ	Ĩ.
	🔻 Sr	oring 2016 7	fotal Credits:	9.0	0						Reassign Delete	e this term	
Tracking	Critica	Course Require	ment		Credits	Minimum Grad	е	Campus			Delivery		Notes
		CSC 280	Q	0	6.0	None	Ŧ	None		w	None	*	
000		CIS 268	Q	0	3.0	None	٠	None		¥.]	None	*	
	🔻 Fa	II 2016 T	lotal Credits:	8.0	0						Reassign Delete	e this term	
Tracking	Critica	Course Require	ment		Credits	Minimum Gra	ide	Campus			Delivery		Notes
222	17	CIS 289	Q	0	3.0	None	٣	None		٣	None	¥	•

during the semester you assigned it to.

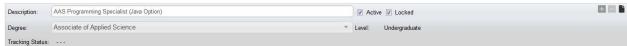
16. Now go down to bottom right-hand corner and save your plan.



17. Now go to the "<u>Additional Features Available on the Plan</u>" 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.

	🔻 Fa	II 2015	Total Credits:
Tracking	Critical	Course Red	quirement
5,5,5		ENG 121	Q
100	V	CSC 119	Q
		CNG 131	Q

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.

Student Planne	r for: Edwards, Jennifer Dawn		View: Edit	*	View Plan List New Plan
Description:	AAS Programming Specialist (Java Option)	V Active V Locked	Select Audit		l Needed
Degree:	Associate of Applied Science	+ Level: Undergraduate	Caleni Edit		Refresh Collapse All
Tracking Statu			Notes		ijor in Programming Specialist AAS

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.

dent Planner for Edwards	s, Jennifer Dawn				View 🛄	1	View Plan	List	Ne	
New Planner Wo	rksheet WA025807 as of 04/23/2015 at 10:46	i i i i i i i i i i i i i i i i i i i	AAS Pro	gramming Specialis	t (Java	Active: Y	105.			
Student	Edwards, Jennifer Dawn		Option)							
Level	Undergraduate		Degree: Associate of Applied Science Status: LOCKED							
ID	502043039				Level Undergraduate Tracking Status					
Program	Associate of Applied Science		-							
Overall GPA	0.000		2015-2016							
Transfer Agreement				Fall 2015, Total	Credits:		Spring 2016, Tota	1		
Advisor				16.0			Credits: 16.0			
Concentration				* ENG 121	3.0		* CSC 160	4.0		
Legend			4,445	* CSC 119	3.0		ENG 122	3.0		
🜠 Complete	Complete except for classes in-progress	(1) Transfer Class		CNG 131	3.0		CIS 220	3.0		
Not Complete	B llearly complete - see advisor	Any course number		ACC 121 or BUS			COM 115 or COM			
Disclaimer				115 or BUS 120 or	or an		125 or THE 118	3.0		
	use this degree audit report as a guide when planning your pro	gress toward completion of the above requirements.		BUS 216 or BUS 226			ART @ or FRE @			
	or the Registrar's Office may be contacted for assistance in inte			220			or GER @ or HUM		•	
	official notification of completion of degree or certificate require audit report, your official degree/certificate completion status, o		10.0	MAT 121 or MAT 122 299 or MAT			@ or ITA @ or JPN			
				122 or MAT 123	or		@ or LIT @ or MUS @ or PHI @			
Degree Progress Credits 89%				MAT 125 or MAT	4.0		or RUS @ or SPA			
Les carrie				135 or MAT 166 MAT 201 or MAT	or		@ or THE @ or AST @ or BIO @			
				202 or MAT 204	or -		or CHE @ or ENV	3.0		
	ming Specialist AAS	Academic Year: 2014-2015 Credits Required: 63		MAT 261			@ or GEY @ or			

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%.

4. 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	ee 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 Ir	nfo 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 Info	ormation Systems General Ed. Requirements				
Still Needed: See	AAS- Computer Information System Generals section				
Blocks included i AAS- Compute	n this block r Information System Generals				
AAS- Compute		_		Academic Year: 2014-201	.5
AAS- Computer	r Information System Generals	_	-	Academic Year: 2014-201	15
AAS- Compute AAS- Comput Computer INF	r Information System Generals ter Information System Generals		_	Academic Year: 2014-201	1.5
AAS- Compute AAS- Comput COMPUTER INF	r Information System Generals ter Information System Generals © SYSTEMS ELECTIVES			Academic Year: 2014-201	15
AAS- Compute AAS- Comput COMPUTER INF Faculty Adv Still Needed: Choo	r Information System Generals ter Information System Generals TO SYSTEMS ELECTIVES isor Approved Business Courses			Academic Year: 2014-201	1.5
AAS- Compute AAS- Comput COMPUTER INF Faculty Adv Still Needed: Choo	r Information System Generals ter Information System Generals 60 SYSTEMS ELECTIVES risor Approved Business Courses use from 1 of the following:			Academic Year: 2014-201	1.5
AAS- Compute AAS- Comput COMPUTER INF Faculty Adv Still Needed: Choo	r Information System Generals ter Information System Generals 50 SYSTEMS ELECTIVES risor Approved Business Courses ose from 1 of the following: ing Principles I (1 Class in ACC 121) or			Academic Year: 2014-201	1.5
AAS- Compute AAS- Comput COMPUTER INF Faculty Adv Still Needed: Choo	r Information System Generals ter Information System Generals 50 SYSTEMS ELECTIVES risor Approved Business Courses ose from 1 of the following: ing Principles I (1 Class in ACC 121) or			Academic Year: 2014-201	15
AAS- Compute AAS- Comput COMPUTER INF Faculty Adv Still Needed: Choo	r Information System Generals ter Information System Generals CO SYSTEMS ELECTIVES risor Approved Business Courses ose from 1 of the following: ang Principles I (1 Class in ACC 121) or Business (1 Class in BUS 115) or			Academic Year: 2014-201	15

5. 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</u> , Total Ci 16.0	redits:
*	* ENG 121	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.

6. To complete the planning for these courses go the "View" selection box and select "Edit".

View:	Audit 👻
	Select
	Audit
Java	Calendar
	Edit
	Notes
	Oluluo. LOONED

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



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	Q,
CSC 119	Q,
CNG 131	Q,

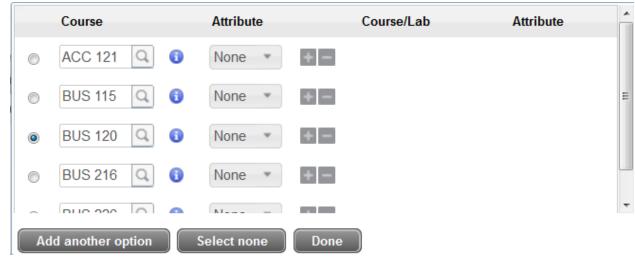
8. In order to get your worksheet to 100% you need to choose which courses in these options you are going to take. So find the first requirement on your plan that has three dots next to it.

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	-
\odot	ACC 121 🔍 🚺	None			
\odot	BUS 115 🔍 🔋	None -			
\odot	BUS 120 🔍 🚺	None			
\odot	BUS 216 🔍 🔋	None			
_		Nerre	I		-

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.



11. Once you have made your choice click "Done" You should <u>NEVER</u> 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.

Selected: BUS 120

- 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.

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	Cmplt 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	
TW 100	Fundamentals of Woodworking	IP	3	Summer 2015	
TW 109	Introduction to Cabinetmaking	Ib	4	Fall 2015	
GEO 106	Human Geography: SS2	C*	3	Fall 2014	
Satisfied by	GEOG113-Utah State University				

16. In this students 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.

English Com	position 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.

	for: Edwards,												ew: Edit	
lescription:	AAS Progra	imming Specialist (Java	Option)					2 Active 2 Lock	ed					
legree:	Associate	of Applied Science						Level: Undergra	duate					
racking Status	e													
	🔻 Fe	di 2015 Total	Credits	: 16.0	0						Reassig	n 📔 Delete this te	m	
Tracking	Critical	Course Requiremen	t.		Credits	Minio	num Grade	Campus			Delivery			Notes
555		ENG 121	Q	0	3.0	None	·	None			None		٣	
		CSC 119	Q	0	3.0	None	y	None			None		÷	
	83	CNG 131	Q	0	3.0	None		None			None		٣	•
Tracking	Critical	Choice Requirement	t				Minimum Credits	Minimum Grade	Camp	us		Delivery		Notes
	5	Selected: BUS 120)				3.0	None *	None		*	None	*	
	8	Selected: MAT 121				***	4.0	None *	None			None	*	
	▼ St	oring 2016 Total	Credits	16.0	0						Reassig	n Delete this te	erm	
Tracking	Critical	Course Requiremen	t		Credits	Minin	num Grade	Campus			Delivery			Notes
		CSC 160	Q	0	4 0	None		None			None		*	
	13	ENG 122	Q	0	3.0	None	2 · · ·	None		*	None		*	6
		CIS 220	Q	0	3.0	None	• •	None			None			

	🔽 Sp	ring 2016 To	tal Credits	: 16.0	0					Reassign Delete this te	erm	
Tracking	Critical	Course Requirem	nent		Credits	Minimum Grade		Campus		Delivery		Notes
		CSC 160	Q	0	4.0	None	٠	None	¥	None	٣	
Lees:		ENG 122	Q	0	3.0	None	*	None	٣	None	*	
1222		CIS 220	Q	0	3.0	None	٣	None	٣	None	٠	D.

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

	🔻 Sp	oring 2016 Total	Credits:	16.0	0					Reassign Delete this	term	
Tracking	Critica	Course Requirement	Ê.		Credits	Minimum Grade		Campus		Delivery		Notes
		CSC 160	Q	0	4.0	None	٣	None	*	None	×	
222		ENG 122	Q	0	3.0	None		None	•	None	*	
		CIS 220	Q	0	3.0	None	*	None	*	None	v	•

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". <u>DO NOT CLICK "Delete this term"!</u> 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.

	21-	70 TO TO	nai creuits	. 15.0						inclusing in Der		10.00 Mail 1
Tracking	Critical	Course Requirem	nent		Credits	Minimum Grad	le	Campus		Delivery		Notes
(***)	V	CSC 160	Q	0	4.0	None	*	None	*	None	٣	
222		CIS 220	Q	0	3.0	None	٣	None	*	None	*	

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.

	ogramming Special ssociate of Applied Scien		Option)			Active	Yes LOCKED		
evel: Und	dergraduate					Tracki	ng Status:		
015-201	i								
	<u>Fall 2015</u> , Total 16.0	Credits:		<u>Spring 2016,</u> To Credits; 16.0	ital				
146	* ENG 121	3.0		* <u>CSC 160</u>	4.0				
	* CSC 119	3.0		ENG 122	3.0				
	CNG 131	3.0		CIS 220	3.0				
er.	Selected BUS 120	3.0	1222	COM 115 or CO 125 or THE 118	M 3.0				
***	Selected: MAT 121	4.0		Selected SPA 111	3.0				
2016-2017	,								
	Summer 2016, ' Credits: 0.0	Total		<u>Fall 2016</u> , Total 15.0	Credits:	 <u>Spring 2017</u> . Credits: 16.0			
				* CIS 240	3.0	 CIS 243	3.0		
				GIS 268	3.0	 CSC 241	3.0		
				CSC 240	3.0	 CSC 225	4.0		

- 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.)