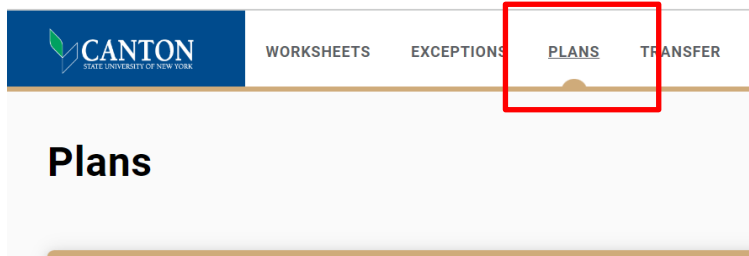


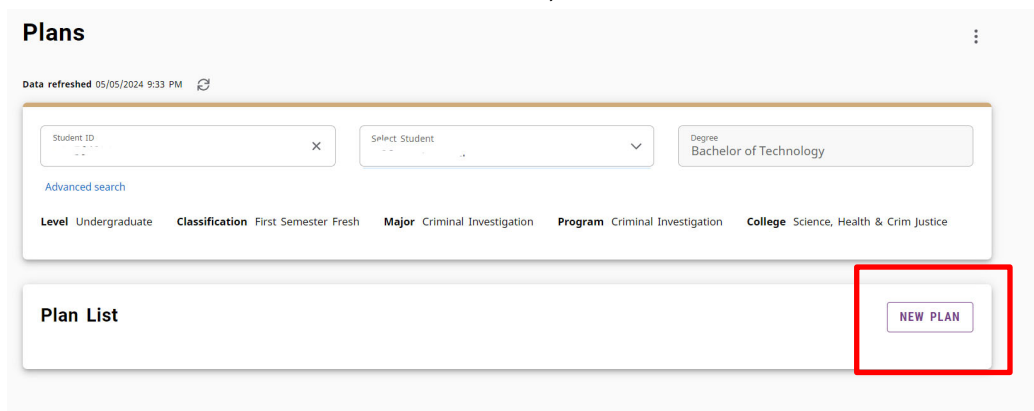
DEGREEWORKS PLANS: STUDENT VIEW

Using DegreeWorks – see <https://www.canton.edu/media/pdf/DegreeWorksSTU.pdf> for details on accessing and understanding your degree audit. These instructions are for the **PLANS** tab.

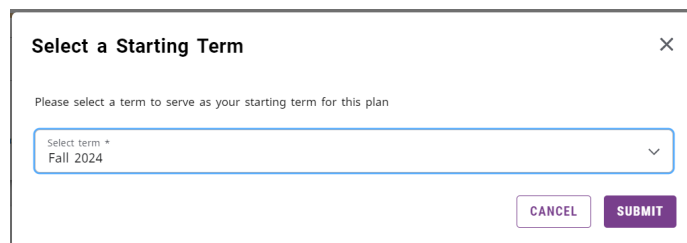
Access DegreeWorks directly at <https://can.degreworks.suny.edu/>



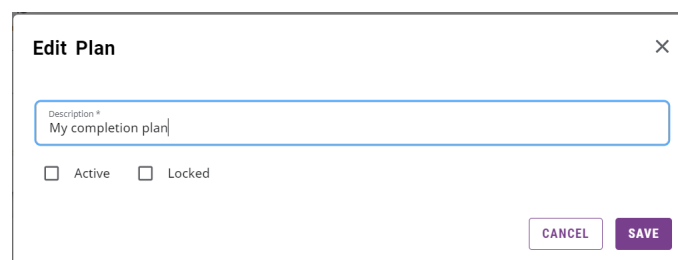
- 1) Click on the Plans tabs and choose to create a “New Plan”, choose a Blank Plan.



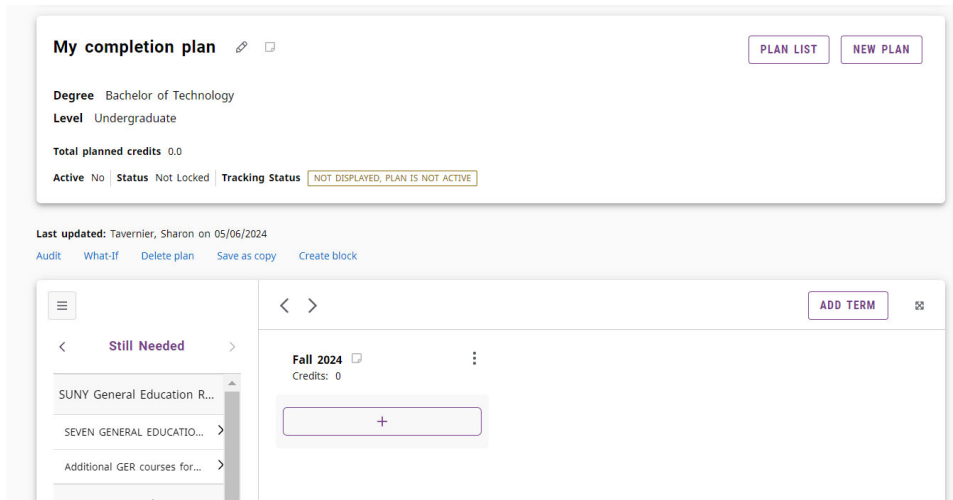
- 2) Choose a Starting Term – typically this or next semester



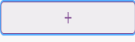
- 3) Give the plan a name. You can have a lot of plans, so you can start with one that just includes next semester. You can edit later if needed. Save.

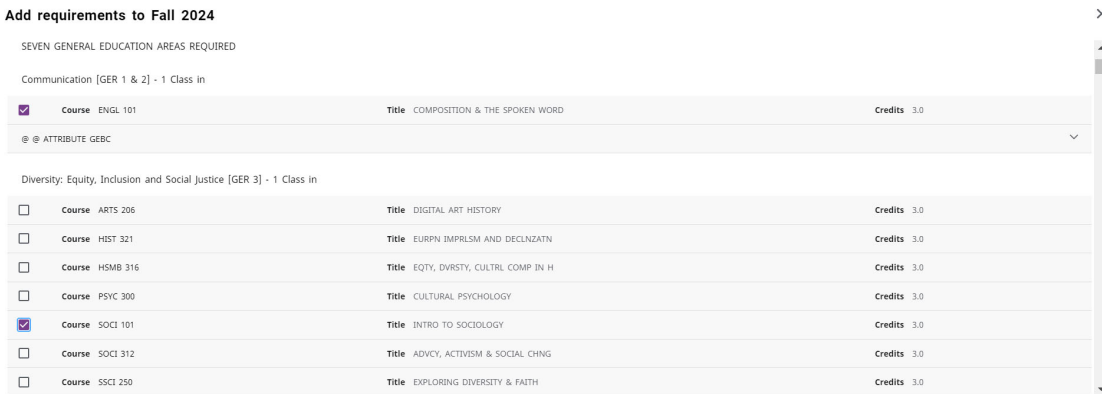


Now you can start on a Plan. You can start with just one semester or click on New Term to add additional semesters for planning

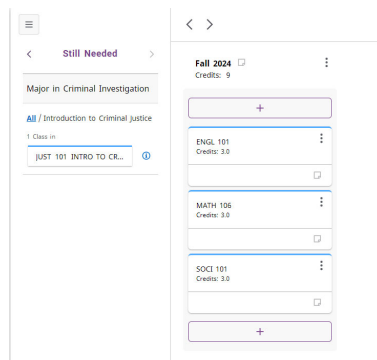


4) Now you can add courses. There are multiple ways to add courses:

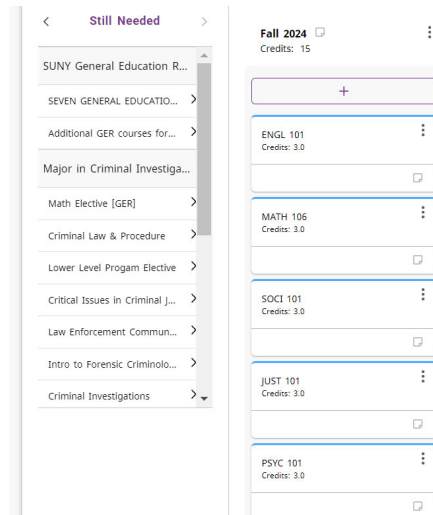
- a. By clicking on the  for the semester, you can see a list of the options for courses still required for your degree. You can pick multiple courses here, if you choose.



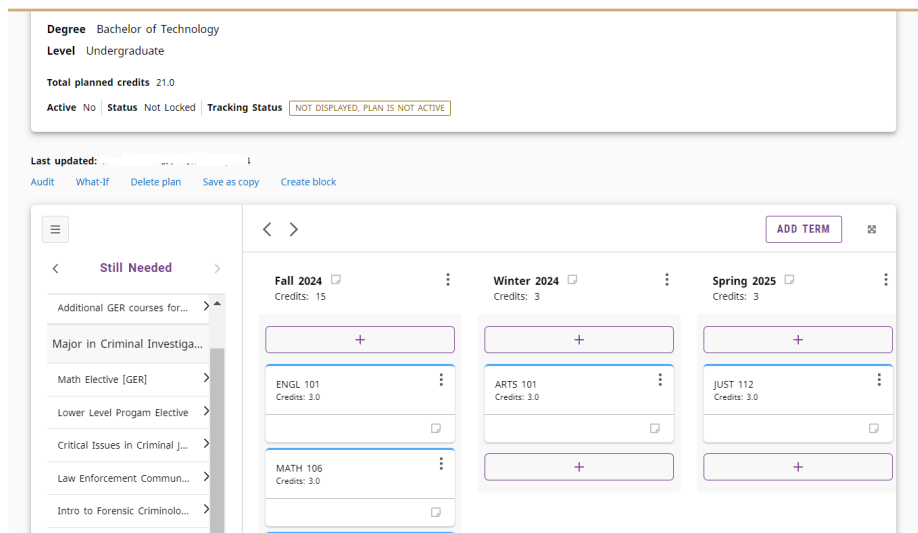
You can also use the Still Needed column on the left side to see a list of courses that you still need to complete and drag and drop into the preferred semester:



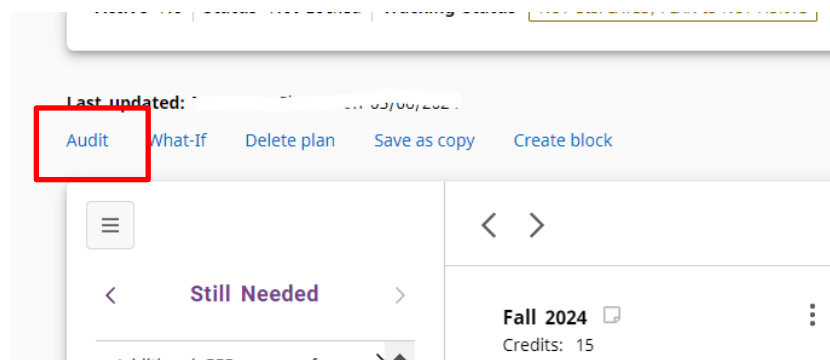
5) Once you have your classes set up for the appropriate semester, make sure to save your plan.



6) You can add semesters and plan out additional semesters. This allows you to choose whether or not you plan to take summer/winter courses and how many credits you want to take each term.



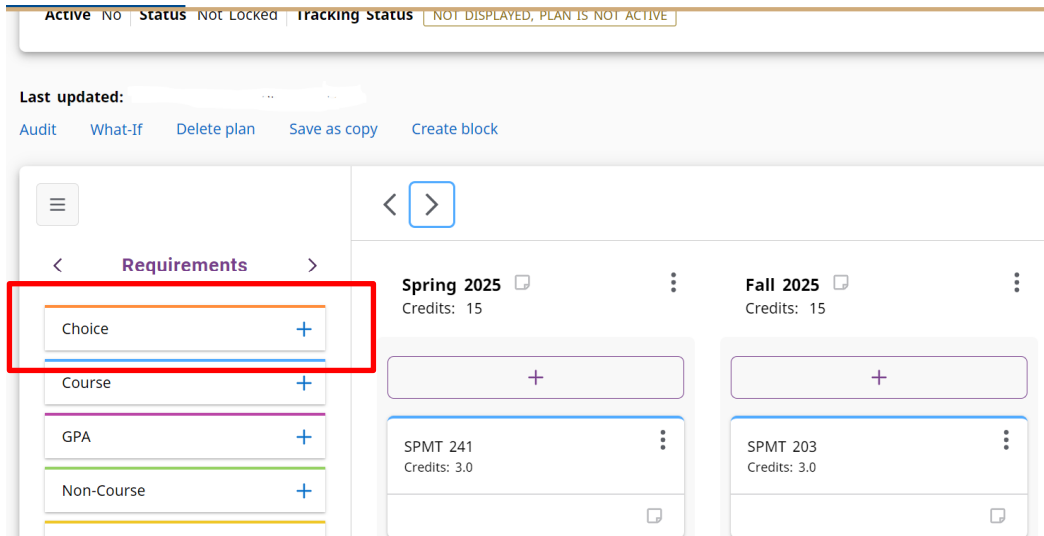
You can use the Audit button to see how the courses you have planned will fill in your audit.



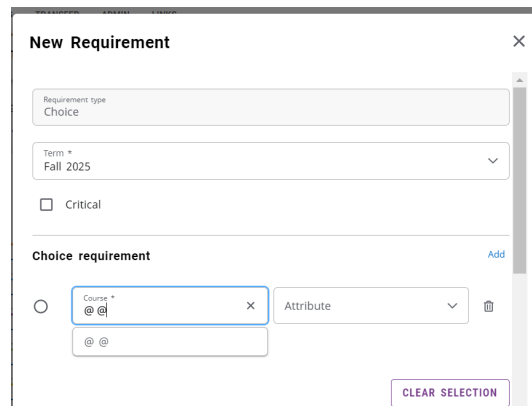
Continue on only if you want to plan out further semesters... this gets more complicated.

Planning out the rest of your degree

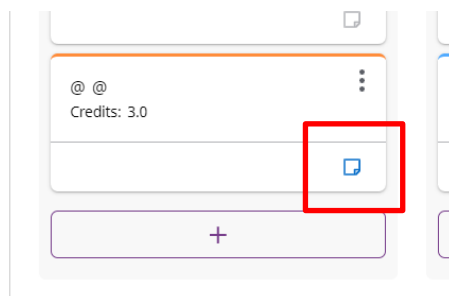
When you have a choice of courses, like Program Electives, you can go ahead and choose or you can set up a placeholder so that you can remind yourself to choose later. In the column on the left side scroll through until you find the Requirements header and then choose Choice:



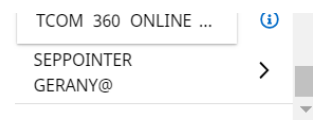
Choose the semester you want to add this placeholder to. Then you can use @ to indicated a wildcard to be filled in later. You can also choose a course by attribute or by Pointer in this box:



Once you have saved a choice to your plan, you can make a note on the course if you choose to, by clicking on the note icon on the course in the plan.

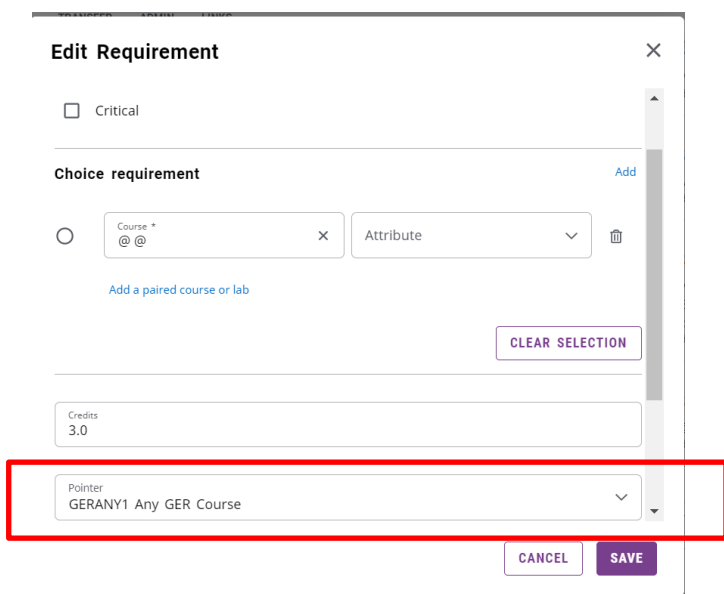


You can also make use of the Pointers. Anytime you have a choice of courses that can complete a requirement, you will see an “SEP Pointer” at the end of the list. Here is an example:



This one means any GER course is allowed in this spot, but SEP Pointers can be used anytime you have a choice.

So, when you add a Choice course, you can use the Pointer drop down menu to indicate what choice you are planning for:



This lets you plan now for a course that you can decide on at a later date. It creates a placeholder in your audit like this, so that when you get closer to that semester you can decide what course actually fits in there.

Remaining GER Areas						
	Choose a GER category	SEPPOINTER GERANY1	Requirement planned but choice not selected	PLAN	(3)	Spring 2025
	Choose a GER category	SEPPOINTER GERANY2	Requirement planned but choice not selected	PLAN	(3)	Spring 2024
	US History and Civic Engagement [GER 9]	SEPPOINTER GEAH	Requirement planned but choice not selected	PLAN	(3)	Fall 2023
	Additional GER courses for a total of 30 credits	ECON 103	MICROECONOMICS	PLAN	(3)	Fall 2024

This part is a little complicated but reminds you where the choices are as you progress through your degree.

Creating this plan does not change current or future course registration and does not guarantee that courses planned will be available in the semester that you planned them. Consult with your advisor to be sure that your plan is a reasonable one.