



How to use DegreeWorks Educational Planner

Click **Process New**

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[Class History](#)

History

Middlesex Community College - TDW

Student View AA152268 as of 12/16/2010 at 11:39

Student	Student 1, Sample	Degree	Associate in Science
ID	A00253057	Major	Liberal Studies
Advisor	D'Oyley, Alicia A	Minor	
Registration PIN	850039	Prior Degree	
Date of Birth	08/05/1991	Catalog Term	Fall 2010
Gender	Male	Overall GPA	0.000
MCC Email	A00253057@middlesex.mass.edu	Personal Email	samplestudent1@hotmail.com
Address	77 Glendale St Easthampton, MA 01027	Ethnicity	White/Caucasian
Home Phone	(978) 656-3000	Cell Phone	

Click **Planner**

Middlesex
Community College

DegreeWorks - TDW
Academic Advising • Degree Audit • Transfer Articulation

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Find 

Student ID
A00253057

Name
Student 1, Sample

Degree
AS

Major
Liberal Studies

Last Audit
Today

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History

What If

Look Ahead

Middlesex Community College - TDW**Student View** AA152268 as of 12/16/2010 at 11:39

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There are two main screens: the screen on the left contains the information found on the **Planner Worksheet** page (the degree audit)

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Find Student ID A00253057Name Student 1, SampleDegree ASDegree ASMajor Liberal StudiesLast Audit Today

WorksheetsPlannerNotesPetitionsExceptionsGPA Calc

PlannerAdd new planNotes ModeShow completed classesLoadEditView

TemplatesManagement

Planner Worksheet AA152269 as of 12/16/2010 at 12:05Print

Student	Student 1, Sample	Level	Undergraduate
ID	A00253057	Degree	Associate in Science
Classification	1-29.9 credits	College	Middlesex Community College
Advisor	D'Oyley, Alicia A	Major	Liberal Studies
Overall GPA	0.000	Minor	

Degree Progress

Requirements83%

Show What If OptionsUse What If Scenario

Student Educational PlannerPrint

Student	Student 1, Sample
Current Term	Fall 2010
Description	
Academic Year	Academic Year 2010-2011
Last Modified	
<input checked="" type="checkbox"/> Active Plan	
<input type="checkbox"/> Locked	

Save PlanReload FormSave As...Delete PlanProcess NewCheck All TermsUncheck All

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The screen on the right is the **Educational Planner** screen. Here courses can be planned for future semesters so students know :

- ✓The courses they will take,
- ✓The order in which they will take the courses
- ✓The number of courses they plan to take per semester

Find Stu A00253057 Student 1, Sample AS Liberal Studies Today

Worksheets Planner Notes Petitions Exceptions GPA Calc

Planner > ----- Add new plan ----- Notes Mode ☐ Show completed classes Load Edit View

Templates Management

Planner Worksheet AA152269 as of 12/16/2010 at 12:05 Print

Student	Student 1, Sample	Level	Undergraduate
ID	A00253057	Degree	Associate in Science
Classification	1-29.9 credits	College	Middlesex Community College
Advisor	D'Oyley, Alicia A	Major	Liberal Studies
Overall GPA	0.000	Minor	

Degree Progress

Requirements 83%

Show What If Options ☐ Use What If Scenario

Student Educational Planner Print

Student	Student 1, Sample
Current Term	Fall 2010
Description	
Academic Year	Academic Year 2010-2011
Last Modified	
<input checked="" type="checkbox"/> Active Plan	
<input type="checkbox"/> Locked	

Save Plan Reload Form Save As... Delete Plan

Process New Check All Terms Uncheck All

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First, give the plan a descriptive title

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☐ Show completed classes
☒ Edit
☐ View

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Planner Worksheet AA152269 as of 12/16/2010 at 12:05			
Student	Student 1, Sample	Level	Undergraduate
ID	A00253057	Degree	Associate in Science
Classification	1-29.9 credits	College	Middlesex Community College
Advisor	D'Oyley, Alicia A	Major	Liberal Studies
Overall GPA	0.000	Minor	

Degree Progress

Requirements	83%
--------------	-----

☐ Use What If Scenario

Student Educational Planner	
Student	Student 1, Sample
Current Term	Fall 2010
Description	<input type="text" value="Liberal Studies Plan"/>
Academic Year	<input type="text" value="Academic Year 2010-2011"/>
Last Modified	
<input checked="" type="checkbox"/> Active Plan <input type="checkbox"/> Locked	

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Use the scroll bar on the right side of the Educational Planner until you see **Active Plan** and **Locked**. Make certain that both the boxes are clicked so that no one else has the power to alter your plan.

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Find Student ID Name Degree Major Last Audit
A00253057 Student 1, Sample AS Liberal Studies Today

WorksheetsPlannerNotesPetitionsExceptionsGPA Calc

Planner>----- Add new plan -----Notes ModeShow completed classesLoad

TemplatesManagement

Planner Worksheet AA152269 as of 12/16/2010 at 12:05Print

Student	Student 1, Sample	Level	Undergraduate
ID	A00253057	Degree	Associate in Science
Classification	1-29.9 credits	College	Middlesex Community College
Advisor	D'Oyley, Alicia A	Major	Liberal Studies
Overall GPA	0.000	Minor	

Degree Progress
Requirements83%

Show What If OptionsUse What If Scenario

Last Modified

☒ Active Plan
☒ Locked
Load in a pre-defined plan

☐ Select Term

Notes

Save PlanReload FormSave As...Delete Plan

Process NewCheck All TermsUncheck All

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FAQ

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Change Pass

Find Student ID Name Degree Major Last Audit

Worksheets Planner Notes Petitions Exceptions GPA Calc

Planner > Notes Mode ☐ Show completed classes

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Planner Worksheet AA152269 as of 12/16/2010 at 12:05				Print
Student	Student 1, Sample	Level	Undergraduate	
ID	A00253057	Degree	Associate in Science	
Classification	1-29.9 credits	College	Middlesex Community College	
Advisor	D'Oyley, Alicia A	Major	Liberal Studies	
Overall GPA	0.000	Minor		

Degree Progress

Requirements 83%

Show What If Options

☐ Use What If Scenario

☒ Edit
☐ View

Last Modified

☒ Active Plan
☒ Locked
Load in a predefined plan

☒ Spring 2011

Notes

Save Plan

Reload Form

Save As...

Delete Plan

Process New

Check All Terms

Uncheck All

Then click the **Select Term** box and use the drop down menu to select the term you are planning for.

You can either type in the course or you can drag a course over from the Worksheet screen on the left

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Academic Advising • De

FAQ Help

Find Student ID A00253057 Name Student 1, Sample Degree AS Major Liberal Studies

Worksheets Planner Notes Petitions Exceptions G

Planner Liberal Studies Plan Notes Mode Show completed classes Load Edit View

Templates Management

☐ Math Elective/Career Programs
1 Class in MAT 072, 075, 077, 080, 085, 090, 100, 110, 120, 130, 131, 175, 177, 180, 182, 185, 189, 190, 250, 270, 271, 280, 281, 290, 291, 292, 295, 991, TMA 075, 090, 095, 096

☒ Science Elective
BIO 100 Sexually Transmitted Diseases TR 3 Fall 2010
Satisfied by NO TRANSCRIPT DETAI - Champlain College

☒ Social Science Elective
HST 110 History Western Civ Before1800 TR 3 Fall 2010
Satisfied by NO TRANSCRIPT DETAI - Champlain College

☒ General Education Elective

Show What If Options Use What If Scenario

Academic Year Academic Year 2010-2011
Last Modified
☒ Active Plan
☒ Locked
Load in a pre-defined plan
☒ Spring 2011
MAT 072 3 Notes

Save Plan Reload Form Save As... Delete Plan
Process New Check All Terms Uncheck All

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Find Student ID Name Degree Major Last Audit

Worksheets Planner Notes Petitions Exceptions GPA Calc

Planner ☐ Show completed classes Load View

Templates

Management

Satisfied by	NO TRANSCRIPT DETAI - Champlain College			
<input checked="" type="checkbox"/> Science Elective				
BIO 120	Intro To Biology	TR	4	Fall 2010
Satisfied by	NO TRANSCRIPT DETAI - Champlain College			
<input checked="" type="checkbox"/> Behavioral or Social Science Electives				
HST 110	History Western Civ Before 1800	TR	3	Fall 2010
Satisfied by	NO TRANSCRIPT DETAI - Champlain College			
HST 121	US History Before 1865	TR	3	Summer 2010
Satisfied by	NO TRANSCRIPT DETAI - U Mass Lowell			
SOC 101	Introduction to Sociology	TR	3	Summer 2010
Satisfied by	NO TRANSCRIPT DETAI - U Mass Lowell			

Show What If Options

☐ Use What If Scenario

After you add the course work for the semester, you can also add advising notes

☒ Spring 2011

MAT 072	3
ART 101	3
ART 136	3
BUS 101	3
BUS 170	3
Total	15

☐ Select Term

Notes

Save Plan Reload Form Save As... Delete Plan

Process New Check All Terms Uncheck All

Find

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Planner ☐ Show completed classes

☒ Edit
☐ View

Templates

Management

Satisfied by	NO TRANSCRIPT DETAI - Champlain College				
<input checked="" type="checkbox"/> Science Elective					
BIO 120	Intro To Biology	TR	4	Fall 2010	
Satisfied by	NO TRANSCRIPT DETAI - Champlain College				
<input checked="" type="checkbox"/> Behavioral or Social Science Electives					
HST 110	History Western Civ Before1800	TR	3	Fall 2010	
Satisfied by	NO TRANSCRIPT DETAI - Champlain College				
HST 121	US History Before 1865	TR	3	Summer 2010	
Satisfied by	NO TRANSCRIPT DETAI - U Mass Lowell				
SOC 101	Introduction to Sociology	TR	3	Summer 2010	
Satisfied by	NO TRANSCRIPT DETAI - U Mass Lowell				

Show What If Options

☐ Use What If Scenario

<input checked="" type="checkbox"/> Spring 2011			
MAT 072	3		
ART 101	3		
ART 136	3		
BUS 101	3		
BUS 170	3		
Total	15		
<input type="checkbox"/> Select Term			

Save Plan

Reload Form

Save As...

Delete Plan

Process New

Check All Terms

Uncheck All

Then click **Save Plan**.

Another way of viewing is to switch from **Notes** mode to **Calendar** mode or **Planned vs Taken** mode. To do this click the dropdown menu here.

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Find Student ID A00253057 Name Student 1, Sample Degree AS Major Liberal Studies Last Audit Today

Worksheets Planner Notes Petitions Exceptions GPA Calc

Planner Liberal Studies Plan Notes Mode Show completed classes Load Edit View

Templates Management

Satisfied by NO TRANSCRIPT DETAI - Champlain College				
✓ Science Elective				
BIO 120	Intro To Biology	TR	4	Fall 2010
Satisfied by NO TRANSCRIPT DETAI - Champlain College				
✓ Behavioral or Social Science Electives				
HST 110	History Western Civ Before 1800	TR	3	Fall 2010
Satisfied by NO TRANSCRIPT DETAI - Champlain College				
HST 121	US History Before 1865	TR	3	Summer 2010
Satisfied by NO TRANSCRIPT DETAI - U Mass Lowell				
SOC 101	Introduction to Sociology	TR	3	Summer 2010
Satisfied by NO TRANSCRIPT DETAI - U Mass Lowell				

Show What If Options Use What If Scenario

Spring 2011	
MAT 072	3
ART 101	3
ART 136	3
BUS 101	3
BUS 170	3
Total 15	

Select Term

Save Plan Reload Form Save As... Delete Plan

Process New Check All Terms Uncheck All

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Click **View**, then **Load**

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Find Student ID Name Degree Major Last Audit
A00253057 Student 1, Sample AS Liberal Studies Today

WorksheetsPlannerNotesPetitionsExceptionsGPA Calc

Planner Liberal Studies Plan Notes Mode ☐ Show completed classes Load

Templates
Management

Satisfied by NO TRANSCRIPT DETAI - Champlain College

☒ Science Elective

BIO 120 Intro To Biology TR 4 Fall 2010

Satisfied by NO TRANSCRIPT DETAI - Champlain College

☒ Behavioral or Social Science Electives

HST 110 History Western Civ Before 1800 TR 3 Fall 2010

Satisfied by NO TRANSCRIPT DETAI - Champlain College

HST 121 US History Before 1865 TR 3 Summer 2010

Satisfied by NO TRANSCRIPT DETAI - U Mass Lowell

SOC 101 Introduction to Sociology TR 3 Summer 2010

Satisfied by NO TRANSCRIPT DETAI - U Mass Lowell

Show What If Options ☐ Use What If Scenario

☒ Spring 2011

MAT 072	3
ART 101	3
ART 136	3
BUS 101	3
BUS 170	3
Total	15

Notes

☐ Select Term

Save PlanReload FormSave As...Delete Plan

Process NewCheck All TermsUncheck All

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Find

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[Planner](#) ☐ Show completed classes

Templates

Management

Student Educational Planner

Student Student 1, Sample
Current Term Fall 2010
Description Liberal Studies Plan
Academic Year Academic Year 2010-2011
Active/Inactive Active Plan
Locking Status Plan is locked
Last Modified 12/16/2010 by D'Oyley, Alicia A

► Spring 2011

Course	Credits	Course	Credits	Course	Credits
MAT 072	3		0		0
APT 101	3		0		0

When the screen changes, scroll down on the right and you will see the courses selected in **Calendar mode view**.

This is **Calendar** mode view. As students take courses each semester, the courses will populate the calendar, allowing advisors to what students are taking.

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Find

Student ID
A00253057

Name
Student 1, Sample

Degree
AS

Major
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Last Audit
Today

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Planner>Liberal Studies PlanCalendar Mode☐ Show completed classesLoadEditView

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Course	Credits	Course	Credits	Course	Credits
MAT 072	3		0		0
ART 101	3		0		0
ART 136	3		0		0
BUS 101	3		0		0
BUS 170	3		0		0
	0		0		0
Total	15	Total		Total	

Course	Credits	Course	Credits	Course	Credits
	0		0		0
	0		0		0
	0		0		0
	0		0		0
	0		0		0

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Find Student ID A00253057 Name Student 1, Sample Degree AS Major Liberal Studies Last Audit Today

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Planner Liberal Studies Plan Planned vs. Taken Show completed classes Load Edit View

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Management

Spring 2011					
Planned	Taken				
MAT 072					
ART 101					
ART 136					
BUS 101					
BUS 170					

The **Planned vs Taken** mode allows advisors to compare the classes which the student planned to take with the classes the student actually took.

Find Student ID Name Degree
A00253057 Student 1, Sample AS

Worksheets Planner Notes Petitions

Planner Liberal Studies Plan

Templates

Management

When done using the planner,
remember to **Log Out**.

Spring 2011					
Planned	Taken				
MAT 072					
ART 101					
ART 136					
BUS 101					
BUS 170					