



How to use DegreeWorks Educational Planner

Click **Process New**

FAQ

Help

Print

Log Out

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

Worksheets | Planner | Notes | Petitions | Exceptions | GPA Calc

Format: Student View | View | **Process New** | 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**

FAQ

Help

Print

Change Password

MiddleNet

Log Out

Find

Worksheets

Worksheets [Class History](#)

History

Middlesex Community College - TDW

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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)

Middlesex Community College **DegreeWorks - TDW**
Academic Advising • Degree Audit • Transfer Articulation

FAQ Help Print Change Password MiddleNet Log Out

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

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First, give the plan a descriptive title

FAQ Help Print

Find Student ID Name Degree Major Last Au
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

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	

Student Educational Planner

Student	Student 1, Sample
Current Term	Fall 2010
Description	Liberal Studies Plan
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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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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FAQ Help Print Change Password MiddleNet Log Out

Find Student ID Name Degree Major Last Audit
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

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%

Show What If Options Use What If Scenario

Active Plan Locked
Load in a pre-defined plan
Select Term

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

Templates
Management

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
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Degree Progress

Requirements	83%
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Use What If Scenario

Edit
 View

Last Modified

Active Plan
 Locked
Load in a predefined plan

Notes

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

Math Elective/Career Programs
Needed: 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

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

FAQ Help Print

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

Satisfied by NO TRANSCRIPT DETAI - Champlain College

Science Elective

BIO 120	Intro To Biology	TR	4	Fall 2010
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Satisfied by NO TRANSCRIPT DETAI - Champlain College

Behavioral or Social Science Electives

HST 110	History Western Civ Before1800	TR	3	Fall 2010
HST 121	US History Before 1865	TR	3	Summer 2010
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

Notes

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

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

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 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

Spring 2011

MAT 072	3	Notes
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

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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Academic Advising • Degree Audit

FAQ Help Print Log Out

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 Before1800	TR	3	Fall 2010
Satisfied by NO TRANSCRIPT DETAI - Champlain College				
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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**

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

Templates
Management

Satisfied by NO TRANSCRIPT DETAI - Champlain College				
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BIO 120	Intro To Biology	TR	4	Fall 2010
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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

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

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

Planner Liberal Studies Plan Calendar Mode Show completed classes Load

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

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

FAQ Help Print

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 Planned vs. Taken Show completed classes Load

Templates
Management

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

Find Student ID Name Degree

Worksheets Planner Notes Petitions

Planner

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					