# HOW TO MODIFY AN ASSIGNED COURSE PLAN

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# **REVISION HISTORY**

Version	Date	Name	Description	
1	2.16.16	Bracken	final	

## INTRODUCTION AND PURPOSE

Course plans are available to provide students' guidance towards completion of their degree requirements in a term based structure. This procedure document is intended to introduce users to Student Course Plans. This training will show users how to navigate and modify a student's already assigned Course Plan in Degree Works.

# RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

- 1. The Registrar's Office will maintain a template for each undergraduate major. Departments should contact the Registrar's Office regarding questions or changes to the templates.
- 2. The Graduate Division Academic Affairs office is not creating or maintaining templates for graduate students at this time. Departments can create and maintain their own templates, if needed.
- 3. Templates will be assigned to freshmen students prior to Orientation.
- 4. A student may modify and save an "active" plan.
- 5. A student may not modify and save a plan that has been "locked". They may modify and save a copy of a plan that has been "locked".
- 6. Notes on plans should not be deleted unless they are true errors. This provides a record of information shared to the student and is part of the student record.

# IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

- 1. Registrar's Office
- 2. Graduate Division Academic Affairs Office
- 3. College Offices
- 4. Academic Departments

# BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Degree Works (https://degreeworkstest.ucr.edu//) to follow along.

## FORMS

The degree audit is located within Degree Works. There are no forms in Degree Works.

# PROCEDURES

## ACCESSING STUDENT COURSE PLANS

#### **STEPS**

1. To access the plans for a student, first search for and select the student in the Degree Works interface. We recommend you use the student you created a plan for in *How to Create a New Plan*.



2. Then click on the Plans tab. A student's active plan will initially load with the default view. The default view is compact.



- If the student does not have an active plan but does have at least one plan, the List of Plans will load initially in the Plans tab.
  - a. Choose the plan you would like to modify by highlighting it, and select **Edit** from the **View** drop-down list.
  - b. Note: in order to make modifications the **View** field must be on **Edit**.

tudent Planner for. Annual States, State										View:	Select
ist of plans											Select Compact
Description:	•	Active	÷	Modified	¢	Who	÷	Degree:	÷	Level:	Edit Status:
Liberal Studies		N		01/30/2016		Wotherspoon, Barbara A		BA		U	NOT LOCKED
Liberal Studies		N		01/30/2016		Wotherspoon, Barbara A		BA		U.	NOTLOCKED
Sociology B.A.		Ň		10/29/2015		Manager, Degree Works		BA		U	NOT LOCKED

### 4. A student's primary plan should be "active" and "locked".

- a. A primary plan should be one that is currently being used by both advisor and student to meet the student's academic goal. If the incorrect plan is marked as active/locked, the student/advisor may be following the wrong course plan.
- b. An active and locked plan displays in the Term Plan and Registration screens of the student's self-service.
- 5. Active flag indicates the Plan is current and in use.
  - a. There can only be ONE active plan.
  - b. A student may modify and save a plan that is "active"
- 6. Locked flag prevents the student from making changes to the Plan
  - a. A student may not modify and save a plan that has been "locked", but they can modify it and then save a copy by clicking **Save As**. The Save As button is only activated after a change has been made to the plan.
- 7. Make the plan active and locked by checking the boxes and saving.

Worksheet	Plans Notes Exceptions GPA Calc	
Student Planner	for:	
Description:	Liberal Studies	Active Locked
Degree:	Bachelor of Arts *	Level: Undergraduate

#### CHECK YOUR UNDERSTANDING

- 1. A student's primary plan should be active and locked.
  - a. TRUE
- 2. A student can make changes to an active and unlocked plan.
  - a. TRUE
- 3. A student cannot make changes to a locked plan but can use the "save as" function to save a copy and make changes to a copy of the plan.
  - a. TRUE

## HOW TO MODIFY A REQUIREMENT

A Student Plan can be edited term by term. Past, current, and future terms can be edited. You have the option to edit a requirement that is already on the student's plan, or you can delete that planned requirement and add a new one. An unlimited number of requirements can be added to any term.

#### **STEPS**

1. To **edit** a planned requirement click on the field you want to modify.

▼ Fi	ull 2012	Total Units: 8.0	0					Reassign	Delete this term	
ritical			Course Requirement			U	nits	Mini	mum Grade	Notes
	ENGL 001A	-		×Q	0	4.0		None	*	۵
	ETST 001			Q	0	4.0		None	×	۵
		Placeho	lder Requirement				Value			Notes
	Breadth	-		*	LIT/P	HIL/RLST				۵

2. To **add a new requirement** use the size icon located on the term header. A drop down list of requirement types will display. There are four requirement types: Course, Choice, Non-course, and Placeholder. The four requirement types will be defined later in this document.

Vinter	r 2012 Total Units: 16.0 0			Reassign Delete the	8 3 (
Critical	Course Requirement		Units	Minimum Grade	Notes
	ENGL 001B	Q 🚯	4.0	None *	۵
	ANTH 001	Q 🚯	4.0	None *	۵
	CS 008	Q 0	4.0	None *	۵

3. To **delete** a Requirement highlight the requirement and click the 💻 icon located on the term header.

Fall 2014 Total Units: 9.0 🛈		Reassign Del	ete this term
Critical Course Re	juirement	Units Minimum	Grade Notes
ENGL 001A	Q 👔 4.0	None	• 1
POSC 010	Q (j) 5.0	None	* []
Placeholder Require	nent	Value	Notes
Breadth	* PHYSICS COURSE		0

4. Requirements can also be moved from one term to another term by dragging and dropping them.

## ADDING A COURSE REQUIREMENT

Course Requirement is used for a single course. There are three ways to add/edit a course in a course requirement. Enter the subject and course number in the text box, search for it, or choose the course from the Still Needed list.

#### STEPS

1. The first way to add a course is by typing directly into the text box. Enter the subject and course number.



a. If the course is not valid a red error box will pop up indicating the error. In the example below the error is appearing because the leading zeroes on the course number are missing.

ENGL 1A	Q,	The course "ENGL 1A" is not valid,	
		using search may help find a course.	

- 2. You also have the option to search for a course by clicking on the magnifying glass icon  $\square$ .
  - a. **Searching Tips** For better results, enter as much information as possible. You may search using the subject, subject and course number, or title of the course.

<b>Winte</b>	er 2012	Total Units: 12	2.0				Reassign	Delete this term
Critical			Course Requirement			Units	Minimun	n Grade
	ANT	FH 001			Q 🕕	4.0	None	٣
	CS (	008			Q 🚯	4.0	None	*
		Course	Title		Q 0	[	None	٣
		ENGL 001		Go				
		Course	Title					
		ENGL 001A	BEGINNING COMPOSITION	~				
		ENGL 001B	INTERMEDIATE COMPOSITION					
		ENGL 001C	APPLIED INTRMTD COMPOSITION					
				$\sim$				

- The last option for adding a course is by using the Still Needed list located on the right hand side of the Plan's page. The Still Needed List is a mini planner audit that shows only the requirements that are still needed to complete the plan's associated program.
  - Note: You can create/assign any plan with any major/degree to the student's planner. However, the Still Needed list always displays requirements left based on what the student's <u>current</u> declared degree/major goal is, not based on the Plan's chosen degree/major.

escription: Liberal Studies		16	Active [2] Locked					* Still Needed
egree Bachelor of Arts		(*) U	vet Undergraduate					Befresh Cellague / Degree in Bachelor of Arts College of Humanities, Arts, & Soc S
Fall 2013 Total Units: 9.0				Reassign	Delete the	term	000	Lower-division Liberal Studies     Major in Liberal Studies
ritical Course Requirement		U	đa -	Minimum Grade		Notes		Upper-division Liberal Studies Major Upper-division Liberal Studies
ENGL 001A	0	4	r .	None		۵	E.	Major Courses
POSC 010	Q 0	5	E.	None		۵		12:75 Units in
laceholder Requirement		Value				Notes		ANTH 102 or ANTH 104 or
Breadth		PHYS	CS COURSE			۵		ANTH 104 or ANTH 105 or
Winter 2014 Total Units: 15.0				Reassign	Delete the		880	ANTH 107 or

b. If you hover over the courses in the Still Needed list, it tells you the title of the course and units.

Still Needed
Refresh Collapse All
<ul> <li>Degree in Bachelor of Arts</li> <li>College of Humanities, Arts, &amp; Soc Sc</li> <li>Lower-division Liberal Studies</li> <li>Major in Liberal Studies</li> </ul>
American Literature Course
1 Class in
ENGL 130 or
ENGL 130 AM LIT 1620-1830, 4.0 Units
ENGL 132 or
ENGL 133 or
ENGL 134 or
ENGL 136T or
ENGL 137T or
ENGL 138A or
ENGL 138B or
ENGL 138T

c. Remarks and proxy advice show when you hover over the header qualifier in the Still Needed box.



d. When you click a course, additional information such as the course description, meeting times, and prerequisites will display.

📵 Course Informa	ation - Mozilla	Firefox					▼ Still Needed
🔒 🛛 https://degr	eeworkstest.uc	<b>r.edu</b> /IRISLink.cgi					Refresh Collapse All
lower-division E Examination of periods, includ	e 3, Reading English course f writing in An ing the work o	AM LIT 162 (Extra) 3, Prerect e (other than com herica of the pre- of such writers as and Washington	uisite(s): uppe nposition) or co colonial, coloni s Anne Bradstr	onsent of i ial, and ea	instructor. arly national		<ul> <li>Degree in Bachelor of Arts</li> <li>College of Humanities, Arts, &amp; Soc Sc</li> <li>Lower-division Liberal Studies</li> <li>Major in Liberal Studies</li> <li>American Literature Course</li> <li>1 Class in</li> </ul>
Sections:	Term	Crn Section	Seats Open			P	ENGL 130 or ENGL 131 or
		5 14118 001 7 14118 001	44 (out of 45) 45 (out of 45)			L	ENGL 132 or
							ENGL 133 or
						ł.	ENGL 134 or
						h	ENGL 136T or
						Ľ	ENGL 137T or
	None		Y	1		-	ENGL 138A or

4. Once you have successfully entered a course in a Course Requirement, the **Units** automatically load from the course record in the database.

Course Requirement		Units
ENGL 001A	Q 🚯	4.0

5. The units for the majority of the courses are fixed and cannot be changed. For multi-activity credit courses such as a lecture and discussion pair, you must add the unit value of the primary activity (the lecture). If you try to add a unit amount different than the approved units, you will get an error message. In the example below, a 2-unit value was entered, and the error displayed indicates that the value must be zero or 4. A 4-unit value must be entered.

Units		
2.0	Units must be either 0.000 or 4.000	x

6. If the course is a variable credit course, then the maximum units for that course are displayed, and you can change the number of units to a value within the range for that course. In the example below, ANTH 184 varies in credits (4-16 units), the maximum number displays (16.0 units).

Course Requirement		Units
ANTH 184	Q (j	16.0

If anything outside of that range is entered you will get an error message stating, "units must be between 4.000 and 16.000."

Course Requirement		Units	Minimum Grade		
ANTH 184		Units must be between 4.			

7. A Minimum Grade can be assigned by choosing one of the drop-down options.

Course Requirement		Units	Minimum Grade	
ENGL 001A	Q 🚯	4.0	None	*
			None	- 1
			A+	- 1
			A	
			A-	
			B+	- 1
			В	- 1
			B-	- 1
			1 <sup>C+</sup>	- 1
			C	
			C-	
			D+	
			D	
			D-	
			F	t

## ADDING A CHOICE REQUIREMENT

Choice Requirement is used when there are several course options that can fulfill a planned requirement.

## STEPS

1. To add/edit a Choice Requirement click in the text box or the 🔤 icon.

-----



#### 2. A new window will pop up right below it.

Course	4	Attribute		Course/Lab	Attribut
HIST 010	Q 🗿	None *	+ -		
HIST 015	Q 🚯	None *	+ -		
HIST 020	Q 🗿	None 💌			

- Use the Add another option button to add an "OR" course to your choice requirement. For example, HIST 010 or HIST 015 or HIST 020.
- 4. An unlimited number of options can be defined.
  - a. Tip: Don't click Add another option unless you have a course to add. If you keep adding a long list of options all at once this may slow down the system, you may get a message saying "Please be patient while we complete your request." Further, you may have blank options that will need to be deleted one at a time if there is no course to input.



- 5. Clicking on **Add another option**, adds another row below. You can add a course by typing the subject and course number directly into the text box, or you can search for it using the magnifying glass.
  - a. An option can be any combination of actual courses such as MATH 101, wildcards such as @ @ (any course), Math @ (any math course), MATH 3@ (any MATH 300 level course), or ranges such as MATH 100:199.
    Tip: @ = wild card can be any subject, or any number.

Course			Attribute		Course/Lab	Attribute
HIST 01	0 Q	0	None *	+ -		
HIST 01	5 Q,	0	None *	+ -		
HIST 02	0 Q	6	None 💌	+ -		
	Q	0	None 🔻			

6. Use the icon to delete a course from your list of choices. This will immediately delete the entire row. In the example below, notice how the one row with HIST 020 is now gone.

Choice Requirement			
HIST 010 or HIST 015 or H			•••
Course	Attribute	Course/Lab	Attribute
	i None 🔻	+ -	
	1 None 🔻		
Add another option	Select none Done		

- 7. Click **Done** to save your changes.
- 8. Each option can have up to two courses. Use the sicon to add an "AND" option to your choice requirement. This option is used to enter courses with labs where the course number is different, for co-requisites, or requirements where 2 classes must be taken to complete the option. For example, CHEM 001A and CHEM 01LA.



- 9. Attributes can be selected if known but are not required. The recommendation is to not use Attributes as they may confuse students. For instance, the attributes would appear to the student in self-service in the following format, @ @ with BBFA.
- 10. Once you have successfully entered the courses in the Choice Requirement, the **Minimum Units** must be entered/adjusted manually.

Choice Requirement		Minimum Units
(CHEM 01A and CHEM 01LA)	•••	

11. A **Minimum Grade** can be assigned by choosing one of the drop down options.

Minimum Grade	
None	
None	
A+	- 1
A	
A-	
B+	
В	
В-	
C+	- 1
C+ C	
C- D+	
D+	
D	
D-	
F	

## CHECK YOUR UNDERSTANDING

- 1. Requirements cannot be dragged and dropped between terms in Edit view.
  - a. FALSE, requirements can be dragged to a different term while in the Edit view.
- 2. How many different ways are there to add a Course Requirement to a plan?
  - a. 1
  - b. 2
  - c. 3
  - d. 4

Answer: C

3. When adding a Course Requirement that has lecture and discussion activities the user should enter the units for the lecture, not the discussion.

a. TRUE

- 4. When adding a Choice Requirement for any upper-division (100 level) Math course you can list it as "MATH @".
  - a. FALSE, the requirement for any 100-level Math course is MATH 1@.

## ADDING A NON-COURSE REQUIREMENT

Non-Course Requirement is used to add requirements that are not courses, but satisfies a major requirement. For Example, Language Requirement, Piano (keyboard) Proficiency, Research Project, Thesis etc.

#### STEPS

1. This option will only allow you to select from the drop-down menu.

Non-Course Requirement	
Select	¥
Dissertation Proposal Eval	
Dissertation Proposal Exam	
Dissertation Prospectus	
Entrance Audition	
Entrance Exam	
Exam Paper	
Exam Paper Oral	Γ
Fellowship Grant Wrtg Wksp	
Field Exam	
Field Report	-
Final Defense Masters	
Final Defense PhD	
Final Project	
Health	
Internship	
Language Requirement 1	
Language Requirement 2	
Language Requirement Alt	
Language: Placed into Arabic	
Language: Placed into Chinese	
Language: Placed into Chinese	
Languages, Diagond into Chinese	

2. Select an option and enter a **Status**. The **Status** can be left blank or it can also be the alphanumeric score or status needed to consider the requirement completed.

Non-Course Requirement		Status
Piano (Keyboard) Proficiency	*	COMPLETED

## ADDING A PLACEHOLDER REQUIREMENT

The Placeholder requirement is a **user-defined** requirement that needs to be completed as part of the degree but a single course has not been identified.

#### **STEPS**

1. Select a Placeholder from the drop down list and add a Value.

Placeholder Requirement		Value
Elective	v	ELECTIVE
Select Breadth		ELECTIVE
Comment Course range Elective		ELECTIVE
Major Elective Technical Elective		ELECTIVE

2. The value can be any note that further explains the Placeholder. The Value should be in terms that are helpful to the student in understanding a requirement. This field is required. Please see below for examples.

Placeholder Requirement	Value	Notes
Comment	V.D. ETST-AFST	
Comment	VUPPER DIVISION MATH COURSE ×	) <u>a</u>
Breadth	* FOREIGN LANGUAGE	0
Course range	* MATH 100:199	0
Advisor approved courses	Must see advisor for a course list	

## ADDING OR DELETING/REASSIGNING A TERM TO A PLAN

### **STEPS - ADDING**

n.

- 1. If the student's plan only consists of a traditional three quarter per year term scheme, you have the option of adding a summer term.
- 2. To **add** a term, click on the sicon located on the plan's header.

Worksheets	ts Plans Notes Exceptions GPA Calc		
Student Planner	er for: Internet State Angeland		View: Edit
Description:	Liberal Studies	V Active V Locked	📫 🖬 🖬 🖬 🖬
Degree:	Bachelor of Arts	Level: Undergraduate	
Tracking Status	is: 😝 Off-Track		

3. A drop-down list of terms appears. Select the term you want to add.



4. The term selected is now displayed and added to the plan in the order of academic year.

Description:	Liberal Studies		Active CLocked		
Degree:	Bachelor of Arts	*	Level: Undergraduate		
Summer 2	013 Total Units: 0.0 🕕			Reassign Delete this term	
<b>Fall 2013</b>	Total Units: 9.0 🛈			Reassign Delete this term	DEO
Critical Co	purse Requirement		Units	Minimum Grade	Notes
E	NGL 001A	0	4.0	None *	0
P	OSC 010	0	5.0	None *	
Placeholder	Requirement		Value		Notes
Breadth			PHYSICS COURSE		0
Vinter 20	14 Total Units: 16.0 🕕			Reassign Delete this term	

#### STEPS - DELETING/REASSIGNING

1. To delete a term, click on **Delete This Term** or select the term you want to delete by clicking anywhere inside the term block and then click on the 🖃 icon located on the top header.

Description:	Liberal Arts			Active	e 🔟 Locked			
Degree:	Bachelor of Art	s	Ŧ	Level:	Undergraduate			
<b>Fall 201</b>	I Total	Units: 0.0				Reassign	Delete this term	
	2 2 2			1000				

2. To move the requirements to another term, click on Reassign from the term block you would like to move.



3. The term now becomes a drop-down option and the Cancel and Ok buttons appear on the term header.

Fail 2014		Cancel	ОК
-----------	--	--------	----

4. Choose the term you want to reassign it to from the drop-down list, and click **OK**. All requirements for that specific term will be reassigned to the new term selected.

Fall 2014		Cancel	ок
Fall 2011			
Winter 2012		1	
Spring 2012			
Summer 2012	E		
Fall 2012			
Winter 2013			
Spring 2013			
Summer 2013			
Fall 2013			
Winter 2014			
Spring 2014			
Summer 2014			
Summer 2015			
Summer 2016			
Summer 2017			
Fall 2017			
Winter 2018			
Spring 2018			
Summer 2018			
Fall 2018			
Winter 2019	-		

5. All advisors will have access to delete a plan even if it is active and/or locked. Student users can only delete a plan if it is **not** locked. Click on the **Delete** button located on the footer of the Plan's page.

tudent Planner for internet in the second				View, Edit	View Plan List New Plan
Description: African American Studies		Active 📄 Locked		(B)	Still Needed
Degree: Bachelor of Arts		Level: Undergraduate			Refresh Collapse All
Fracking Status. Not displayed, plan is not active					Degree in Bachelor of Arts College of Humanities, Arts, & Soc Sci
Fall 2015 * Cances Dit			Reassig	n Delete this term	Lower-division African Studies
Critical Course Requirement		Units	Minimum Grade	Notes	Minor in Native American Studies
ENGL 001A	٩ 0	4.0	None	۵ -	8
ETST 001	Q 0	4.0	None	• 🛛	8
Placeholder Requirement		Value		Notes	
Breadth	¥	LITIPHILRLST		۵	
Vinter 2018 Total Units: 4.0			Reassign Delet	e this term	1
Critical Course Regulrement		Units	Minimum Grade	Notes	
ENGL 001B	Q 0	4.0	None	- 0	
Placoholder Requirement		Value		Notes	
Breadth	*	FINE ARTS		۵	
Breadth	τ.	CSMATH/STAT		۵	
Breadth	×	SOCIAL SCIENCE ELECTIVE		۵	
▼ Spring 2016 Total Units: 8.0 0			Reassign	e this beem 🛛 🗄 🗔 (	1
Critical Course Requirement		Units	Minimum Grade	Notes	
ETST 003	Q 0	4.0	None	* (J	
Critical Choice Requirement	Minimum Units	Pointer	Minimum Grade	Notes	-
III PROFESSION - CONTRACTOR CONTRACTOR		Aller.	- 41212	- a	Audit Deletes Sare As Sare

#### CHECK YOUR UNDERSTANDING

- 1. An example of a Placeholder requirement would be a breadth class.
  - a. TRUE
- 2. An example of a Non-Course requirement is a proficiency exam.
  - a. TRUE
- 3. If the term scheme of the plan does not include a summer term, you cannot add it to a student's plan.
  - a. FALSE, a term can be added a plan

## NOTES

Notes can be added to the overall plan, to the term blocks or individual requirements.

## STEPS

1. **Overall plan notes** can be found on the Plan's header.

Student Planner	for: Main Argument		View: Edit
Description:	African American Studies	🖺 Adive 📄 Locked	📫 🖬 🚺
Degree:	Bachelor of Arts	* Level. Undergraduate	

2. Term block notes can be found on the term header.

tudent Plar	nner for: <b>Entry 1992 1998</b>				View: Edit
Description	African American Studies		Active Locked		8 =
Degree:	Bachelor of Arts		Level: Undergraduate		
racking St	atus: Not displayed, plan is not active				
Fall 20	15			Reassign Delete this	tarm
				neussign benete this	
Critical	Course Requirement		Units	Minimum Grade	Notes
Critical	Course Requirement ENGL 001A	۵ و	Units (4.0		
		Q 0 Q 0		Minimum Grade	Notes
۵	ENGL 001A		4.0	Minimum Grade	Notes

3. Individual requirement notes can be found on the requirement section.

ludent Plan	ner for:				View: Edit
Description	African American Studies		Active 🔄 Locked		19
Degree:	Bachelor of Arts		Level: Undergraduate		
Fracking St	atus: Not displayed, plan is not active				
Fall 20	5			Reassign Delete this	i term
Critical	Course Requirement		Units	Minimum Grade	Notes
Critical	Course Requirement ENGL 001A	Q 🚯	Units 4.0	Minimum Grade	Notes
		Q 0			
۵	ENGL 001A		4.0	None	-

4. A note with some content is indicated by a 🗐 (yellow) icon and an empty note is indicated by a 🗍 (white) icon. Hovering over a note icon gives you the overview of the notes.

ENGL 001C	Q 👔	4.0	Ng	
				Requirement notes attached: 2
				ENGL 001C OR WAC COURSE (Writing Across the Curriculum)
				Subject to course availability - Consult your Academic Advisor.

5. To **edit** a note, select the yellow note icon <sup>1</sup>. Clicking on the note icon opens the note list window. You will be able to see all notes that have been added by other users, but will only be able to modify your own notes.

Notes				
Notes attached to: ENGL 001C		Ed	lit Selected No	te Delete Add Note
Note	Author	Internal	Copied	Modified
ENGL 001C OR WAC COURSE (Writing Across the Curriculum)	chavez, cindy			02/19/2016
Subject to course availability - Consult your Academic Advisor.	Escobedo, Deisy			
				Cancel Done

6. Click the note you want to edit, and then click **Edit Selected Note**.

Notes				
Notes attached to: ENGL 001C		Ed	lit Selected Note	Delete Add Note
Note	Author	Internal	Copied	Modified
ENGL 001C OR WAC COURSE (Writing Across the Curriculum)	chavez, cindy			02/19/2016
Subject to course availability - Consult your Academic Advisor.	Escobedo, Deisy			

7. The text of the note is displayed in a text editor, which supports formatting font, etc.

Notes	
Notes attached to: ENGL 001C	View Note List Delete Add Note
🖟 晌 🍋 🙈 📾 🚔 🦘 🎋 魏 🕅 🥔 B I U 🔤 🤃 汪 🗄 聖 雪  🏟 🖲 Source	ام
Subject to course availability - Consult your Academic Advisor.	
Internal	

8. Make your edits to the note and click **Done**.

Level, Undergraduate			
Notes			
Notes attached to: ENGL 001C	View Note List	Delete	Add Note
			<u>_</u>
Subject to course availability - Consult your Academic Advisor.			
Internal			
		Cancel	Done

9. To **add** a note, select the note icon where you wish to add a note. Then click on **Add Note**.

Notes	LEVEL ONDERVLAUGIE			
Notes attached to: ENGL 001C			dit Selected No	ote Delete Add Note
Note	Author	Internal	Copied	Modified
ENGL 001C OR WAC COURSE (Writing Across the Curriculum)	chavez, cindy		$\checkmark$	02/19/2016

- 10. This opens the note edit window.
  - a. Notes can have an unlimited amount of text and can contain text formatting such as indentation, bullet lists, bolds and italics.
- 11. To make a note internal, select the **Internal** check box. All advisors will have access to view internal notes. Student users will not have access to view internal notes.
- 12. Once you've entered a note, click **Done.**

Notes	
Notes attached to: ENGL 001C View Note List	Delete Add Note
★ 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	<u>.</u>
Internal	
	Cancel Done

- 13. To **delete** a note, select the note icon from where you want to delete the note. The notes list is displayed. Click on the note that you want to delete, and then click **Delete**.
  - a. Notes should not be deleted unless it is a true error. Maintaining the history is important and this plan is part of the student record.

	Level Ondergraduate			
Notes				
Notes attached to: ENGL 001C		Ec	lit Selected No	te Delete Add Note
Note	Author	Internal	Copied	Modified
ENGL 001C OR WAC COURSE (Writing Across the Curriculum)	chavez, cindy		V	02/19/2016
Subject to course availability - Consult your Academic Advisor.	Escobedo, Deisy			

14. The note is removed. You may only delete your own notes. You may not delete notes entered by other users.

## SAVING A PLAN

**Changes to a Plan will not automatically save**. User must save all changes. Click **Save** after a modification is made to a student's plan. The Save button is located at the bottom right hand corner of the plan's page.

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# FINAL QUIZ

- 1. When adding a Choice Requirement where the choice has 2 courses that must both be taken, use the plus button to add the 2<sup>nd</sup> course.
  - a. TRUE
- 2. When adding a Choice Requirement where the student has a choice of several classes, use the Add Another Option button to list each of the options.

a. TRUE

- 3. If you click the reassign button to move a term from fall to winter, the requirements will not display after clicking OK.
  - a. FALSE, the requirements will move to the new term chosen.
- There are 3 levels where notes can be added in the Plans: at the Plan level, at the Term level, and at the Course level.
   a. TRUE
- 5. The paper icon will be white if there is a note saved on a plan.
  - a. FALSE, the paper icon will be yellow if there is a note saved on a plan.