



How to Use DegreeWorks

[Keep in mind that both the Worksheet (program of study review and class schedule development) and the Planner (online advising tool for course selection approval) tabs are used to select/save courses for each semester's course schedule approval]

1. From your MyDaltonState account, click **Student and Financial Aid Menu**.
2. Click **DSC DegreeWorks** (should be last on your list of options).
3. Once you are in DegreeWorks, look at the tabs below your name. The Worksheet and Planner tabs are tools to develop your schedule:
 - a. Worksheet tab: summary of major course work completed, catalog requirements, graduation goals, and semester class schedule. Three (3) color indicators, red (courses needed), green (courses completed), and blue tilde (currently enrolled courses).
 - i. Click the **RED** courses to see course description, pre-requisite requirements, and when course is being taught.
 - ii. Develop your schedule while in the Worksheet tab. Reference "How to Develop a Course Schedule" found on the Advisement and Registration Menu.
 - b. Planner tab: online advising tool for course approval by your academic advisor.
4. click the **Planner** tab.
5. If you've made a previous plan in DegreeWorks, click the dropdown at the top of the page, select **Add new plan**, and then click **Load**.
6. On the left side of the page is your Worksheet. On the right side is the Planner. You will see a **Description** field in the Planner section. Enter a description here (for example, Fall 2013 schedule). DegreeWorks will not let you save a plan without entering a description.
7. Underneath is a dropdown menu that says **Select Term**. Click the dropdown and select the appropriate term.
8. Scroll down on the **Worksheet** to the section (Area A-F, etc.) where the classes for your program of study are listed. Drag and drop the classes you wish to take from the Worksheet into the boxes on the right, below the term you've selected in the Planner section.

9. Type the **CRNs** of your classes into “**Notes**” box to the left of boxes used in Item 8.
10. Hit **Save Plan**. A pop-up will appear asking if you want to submit the plan for approval. Click **Yes**.
11. Email your advisor and to let them know a plan is ready for their approval.
12. Your advisor will approve or reject your plan and respond to your email letting you know if you have been released to self-register or what changes need to be made.
13. Once you have been released to register, register for your classes through the **Registration Menu** on MyDaltonState.