How to create an Abbreviated Education Plan in Degree Works

It may help to print out this 5 page handout before beginning your plan.

1. Before you sign in to Degree Works, first be sure you have chosen the right major in My Portal.
   - In My Portal click the registration tab
   - Click Update My Major/Educational Goal
   - Choose the right De Anza College major (Liberal Arts, Nursing, Photography, etc.)

2. Once your major is correctly chosen, click on **Launch Degree Works**

3. Click **Planner**

4. In the window choose **Add New Plan**

5. Click **Load**

6. In the **Description Window** title your plan starting with DA (for De Anza), your student ID number and indicate Abbreviated Ed Plan.

   Example Description: DA, ID 1555555, Abbreviated Ed Plan

7. Scroll down to select the next quarter (Example: **2014 FAL DA**). Click the box next to this quarter.

8. Type the Math, English or ESL courses you plan to take in the appropriate cells.

   Note: Courses that are numbered 100 and above (MATH 114, EWRT 200, READ 211, ESL 244, etc.) must be manually typed into each cell in a specific manner.

   Page 2 shows the correct format for typing these courses on the plan.

   Page 3 shows two examples of what some first quarter plans may look like.

9. After typing Math, English or ESL courses on the plan you can save the plan (see step 11) **or** add other courses (if desired) from the Planner Worksheet on the left. The Planner Worksheet lists courses related to the major you have indicated in My Portal. *Example: If you indicated you want the Associate Degree in Automotive Technology, the Planner Worksheet lists all the courses you will need to take. The General Education courses are listed first, followed by the "major" requirements at the bottom of the report.*

   Note: Courses on the Planner Worksheet can be dragged (using your mouse) to the Education Plan! A quick drop and drag function.

10. Pages 4 and 5 show how to use the "**What If**" function in the Degree Works.

    The "**What If**" function allows you to run a quick audit to check your progress towards <u>any</u> certificate or degree offered at De Anza College.

    Attention transfer students! Page 5 shows how to run transfer progress reports.

11. When finished click **SAVE PLAN**, then click **YES** to save the plan for counselor approval.

12. After saving your plan, visit the Counseling Center for a Drop-in Advising session with a counselor. You and the counselor will discuss the plan, adjust it if needed; and finally approve the plan.

Typing courses on your Education Planner in Degree Works

1. Choose the quarter you are planning to take the course from the pull down menu

2. Check the box next to this quarter

3. Enter the Department. Ex: EWRT, MATH, LART, ESL, HIST, CIS, etc…

4. Enter a space

5. Type the course number starting with the letter "D"

6. The course number must be 5 characters long.

      a) Courses ending in a <u>letter</u> are typed with a <u>letter on the end</u>

      b) Courses ending in a <u>number</u> are typed with a <u>period on the end</u>

7. Enter the units you will receive when you complete the course.

==Here are a few examples of what to type:==

COURSE	TYPE THIS ↓	UNITS
English Writing 200	EWRT D200.	5
Reading 200	READ D200.	5
English Writing 211	EWRT D211.	5
Reading 211	READ D211.	5
English Writing 1A	EWRT D001A	5
Math 210	MATH D210.	5
Math 212	MATH D212.	5
Math 114	MATH D114.	5
Math 10	MATH D010.	5
English Second Language	ESL D244.	10
History 17A	HIST D017A	4
Career Life Planning 70	CLP D070.	4
Accounting 1A	ACCT D001A	5
Physical Education 6	P_E D006.	.5

Note: You may need to add one or two zeros (0) to type the course number with 5 characters.   See Accounting 1A. It is typed as ACCT D001A Courses with a two letter designation such as PE (Physical Education) are typed with an underscore. See PE6. It is typed as P_E D006. *When working with the Planner Worksheet on the left side of the screen, you can drag and drop a course onto the Education Plan.*

Student Educational Planner

Student

Current Term   2012 SUM DA

Description   DA, ID 15555555, Abbreviated Ed Plan   John

Catalog Year   2013-2014

Active/Inactive   Inactive Plan

Locking Status   Plan is not locked

Approval Status   Plan needs approval

Last Modified   03/11/2014

▷ 2014 FAL DA	
Course	Credits
EWRT D200.	5
READ D200.	5
MATH D212.	5
	0
	0
	0
	0
	0
Total	**15**

This is John's Abbreviated Ed Plan for Fall 2014. He placed into EWRT 200, READ 200 and MATH 212. On his registration date he will register for these courses. In Winter 2015, John will continue in the next level: EWRT 211, READ 211 and MATH 114.

Student Educational Planner

Student

Current Term   2012 SUM DA

Description   DA, ID 19999999, Abbreviated Ed Plan   Jane

Catalog Year   2012-2013

Active/Inactive   Inactive Plan

Locking Status   Plan is not locked

Approval Status   Plan needs approval

Last Modified   03/11/2014

▷ 2014 FAL DA	
Course	Credits
EWRT D001A	5
MATH D010.	5
ACCT D001A	5
	0
	0
	0
	0
	0
Total	**15**

This is Jane's Abbreviated Ed Plan for Fall 2014. She plans to major in Business. She placed into EWRT 1A and MATH 10. The ACCT 1A course is one of her major requirements. She will register for these courses on her registration date. In following quarters, she will continue to take General Education courses and courses in her major (Business).

Associate Degree and Certificate Seekers

Track your progress using "What If" in Degree Works

(UC and CSU transfer students refer to the reverse side)

When you first open Degree Works it shows the educational goal that you noted on the De Anza application. If you change your major in My Portal the new goal will be reflected when you open Degree Works. You can temporarily look at how close you are to meeting any goal in the Degree Works database by clicking on: **What If**.

In **My Portal**, click on **Launch Degree Works,** then click on: **What If**
Change any four of the windows (Level, Degree, Catalog Year or Major) to run a temporary progress report.
When ready click on: **Process What If**

Below are some examples of progress reports that you can run on Degree Works. All De Anza certificates and degrees can be found in Degree Works. Remember, you need a minimum of 90 degree applicable units (course numbers 1-199) which will include courses in G.E, your major and possibly elective units.

Example 1: A.S. degree in Registered Nursing from De Anza College	
Level	De Anza Undergraduate
Degree	DA – Associate in Science
Catalog Year	2014 - 2015
Major	Registered Nurse DA

Example 2: A.A. degree in Liberal Arts (Social & Behavioral Science Emphasis) from De Anza College	
Level	De Anza Undergraduate
Degree	DA – Associate in Arts
Catalog Year	2014 - 2015
Major	Liberal Arts SBSE

Example 3: Certificate of Achievement in Child Development from De Anza College	
Level	De Anza Undergraduate
Degree	DA – Cert of Achievement
Catalog Year	2014 - 2015
Major	Child Development – CEA DA

Example 4: Certificate of Achievement Advanced in Paralegal Studies	
Level	De Anza Undergraduate
Degree	DA Cert of Achieve-Adv>45 units
Catalog Year	2014 - 2015
Major	Paralegal Studies - DA

Example 5: Associate degree in Speech Communication from De Anza College	
Level	De Anza Undergraduate
Degree	DA – Associate in Arts
Catalog Year	2014 - 2015
Major	Speech Communication DA

Write in your "What If" scenario below	
Level	
Degree	
Catalog Year	
Major	

The Associate Degree for Transfer to the CSU (A.A.-T. and A.S.-T.) is listed with other transfer options on the reverse side of this information sheet.

UC and CSU Transfer Students

Track your progress using "What If" in Degree Works

Students who plan to transfer to the UC or CSU can use the "What If" option in Degree Works to run a variety of unofficial progress reports.

The college majors listed on the De Anza application (and shown in Degree Works) reflect what is offered at De Anza College only. UC and CSU college majors are not listed in the database. Therefore, we recommend that all transfer students initially choose the A.A. degree in Liberal Arts as their major. The Liberal Arts degree allows you to choose an area of emphasis: Arts and Letters, Social and Behavioral Sciences, Business and Computer Information Systems; and Science, Math and Engineering. Choose the area of emphasis that closely matches the major you plan to pursue after transfer. A counselor/advisor can help you decide which one to choose. Note: It is not a requirement to obtain this degree to transfer, although you may decide it would be a valuable achievement.

Special note: It is important to complete the courses for your major. For UC and CSU major course preparation, go to **ASSIST.org.** Remember, you need a minimum of 90 transferable units which will include courses in G.E, your major and possibly elective units.

In **My Portal**, click on **Launch Degree Works,** then click on: **What If**
Change any four of the windows (Level, Degree, Catalog Year or Major) to run a temporary progress report.
When ready click on: **Process What If**

Below are some examples of progress reports that transfer students can run on Degree Works:

Example 1: Check the number of UC transferable units (*course numbers 1-49 with exceptions*) that you have accumulated, and find your UC transferable GPA (It is noted as Major GPA)

Level	De Anza Undergraduate
Degree	DA Unit Check/GPA Calculator
Catalog Year	2014 - 2015
Major	DA UC Unit Count/GPA check

Example 2: Check the number of CSU transferable units (*course numbers 1-99*) that you have accumulated, and find your CSU transferable GPA (It is noted as Major GPA)

Level	De Anza Undergraduate
Degree	DA Unit Check/GPA Calculator
Catalog Year	2014 - 2015
Major	DA CSU Unit Count/GPA check

Example 3: Check your progress in completing the CSU General Education Pattern

Level	De Anza Undergraduate
Degree	Transfer General Education DA
Catalog Year	2014 - 2015
Major	DA CSU GE/Breadth

Example 4: Check your progress in completing IGETC for CSU

Level	De Anza Undergraduate
Degree	Transfer General Education DA
Catalog Year	2014 - 2015
Major	DA IGETC – CSU

Example 5: Check your progress in completing IGETC for UC

Level	De Anza Undergraduate
Degree	Transfer General Education DA
Catalog Year	2014 - 2015
Major	DA IGETC – UC

Example 6: Check to see if you meet the minimum UC Eligibility Requirements

Level	De Anza Undergraduate
Degree	Transfer General Education DA
Catalog Year	2014 - 2015
Major	UC Minimum Transfer Eligibility

The Associate Degree for transfer (A.A.-T. or A.S.-T.) is designed for the CSU only. Students who meet these requirements are guaranteed transfer to one of the campuses in the CSU system. A specific major or specific campus is not guaranteed. A "What If" example is shown at the right. →

Example: A.S.-T. degree (Business Administration)	
Level	De Anza Undergraduate
Degree	DA – AS Transfer Degree
Catalog Year	2014 - 2015
Major	Business Administration for Transfer