

HOW TO MAKE A SEMESTER PLAN IN DEGREEWORKS

1. Login to DegreeWorks. This is done through MyInfo.
2. Click on the Plans Tab. (You must be on the MSU Secure Network if you are on campus.)
3. Click on New Plan. Select Blank Plan.
4. For Description type "Fall 2018 Advising". Click on the "+" button and select "2018 Fall". (Image 1) If you plan to register for Summer and Fall sessions add 2018 Summer also.
5. Add the classes you plan to take Fall 2018 (and Summer if that is part of your plan). You may add these manually by using the "+" in the 2018 Fall or Summer box and typing in the course rubric. Or you may expand the list of courses under your major in the box on the right and drag the courses into the plan. The first course that you drag must be dropped in the grey 2018 Fall or Summer box box. (Image 2) Flowsheets can be found on the [M&IE advising page](#) for reference on selecting courses.
6. Save your plan. This button is on the bottom right.
7. If you need to edit your plan, return to the Plans Tab. Click View Plan List (on the right). Double click on the Fall 2018 plan. For View use the drop down menu to change from Calendar to Edit. (Image 3) Make changes. Save your plan. To delete a class, click beside the class in the plan to highlight it blue. Click on the "-" square button to the right of the delete this term button.

Image 1

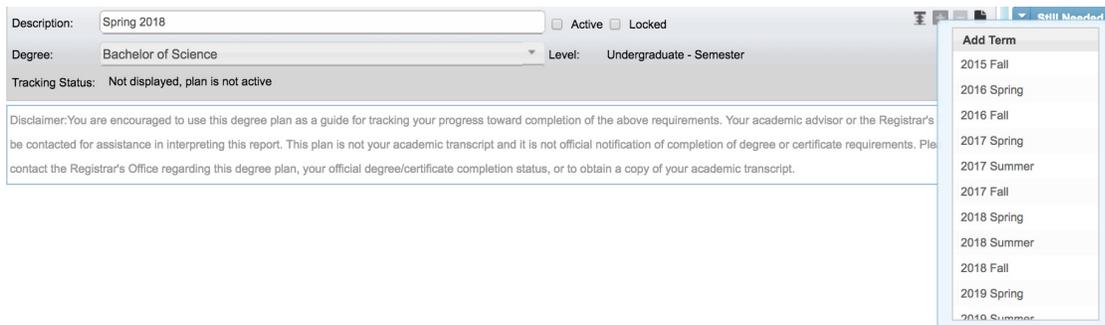


Image 2

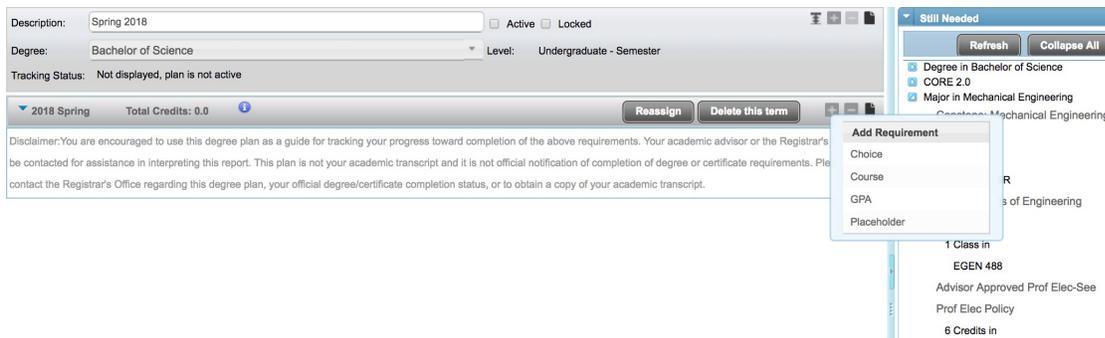


Image 3

