



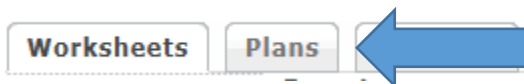
Student Educational Planner

Step by Step Instructions:

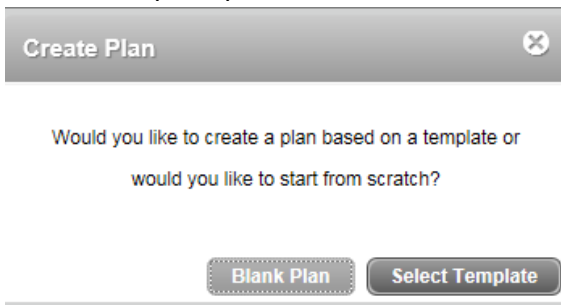
Creating a Plan from a Template

1. To access DegreeWorks, go to appalnet.appstate.edu. Click on DegreeWorks and login with your Appalachian State University username and password. You may also access DegreeWorks directly by going to dw.appstate.edu.

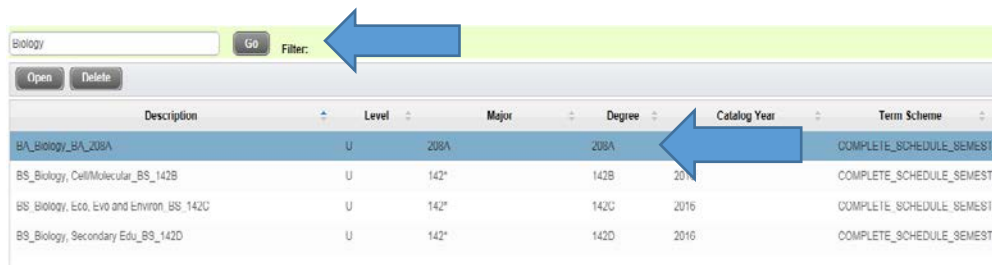
2. Click on the Plans Tab



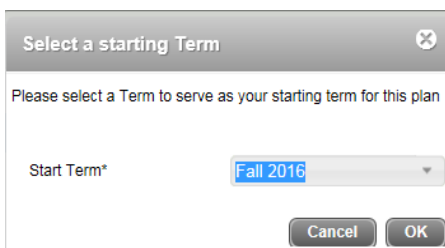
3. You will be prompted to either start a new plan from scratch or select from a template.



4. Click on Select Template
You can search by major or click on the major in the lists provided.

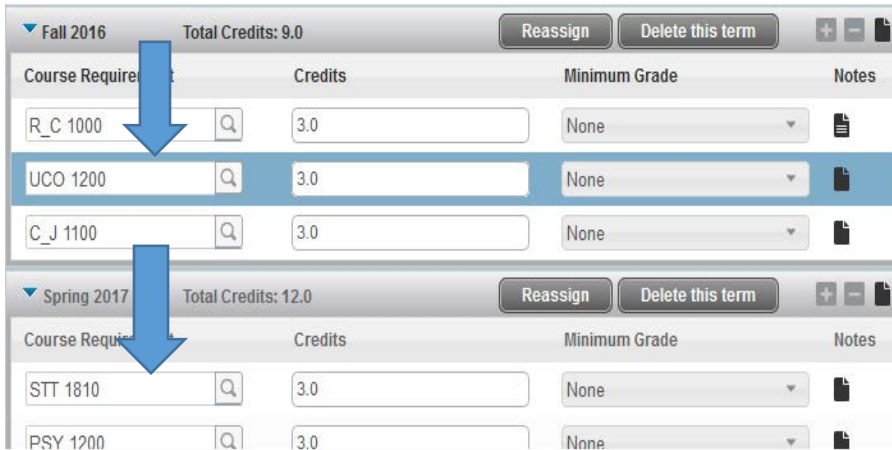


5. Select a Start Term and click OK.

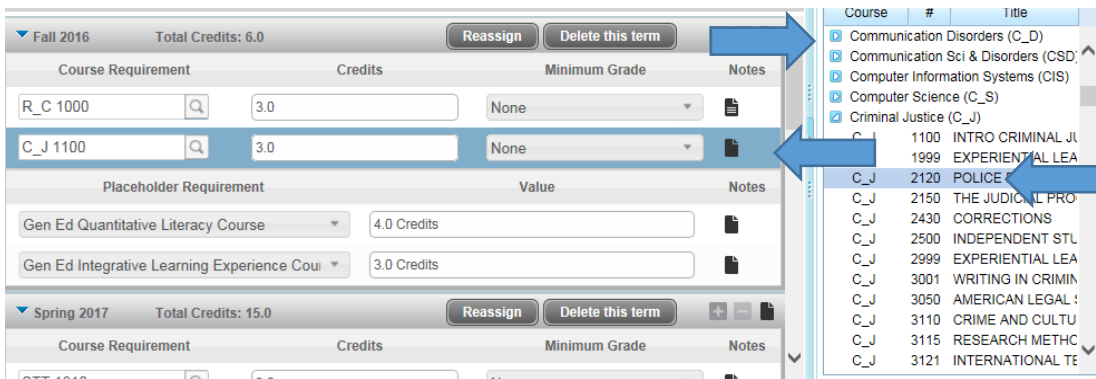


- If you want to modify your plan, add courses, delete courses, etc. For example: You want to take UCO 1200 in the Spring 2017 term instead of Fall 2016.

To move courses from one term to the next, you click on the course and once it's highlighted in blue, drag and drop in the appropriate term. You are also able to type in the subject and course number.



- To remove a course or placeholder, highlight the course and use the minus sign in the appropriate term. To add a course, you use the plus sign in the term. You can also use the subjects on the right hand side to drill down and drag and drop the course into the term.



- Save your changes by clicking on the Save Button at the bottom right side of the plan.



Important Note: Placeholders are not courses. They are a placeholder for a requirement that you have to choose a specific course. For example: Gen Ed Quantitative Literacy Course placeholder has many courses that can fulfill that requirement. As the student, you need to select the specific course that meets that requirement and add it to the term as a course.

