



Quick Guide to Student Education Plans

Step-by-step instructions are available on the web at www.usi.edu/registrar/degreeworks

- Log on to DegreeWorks through the myUSI portal or access through Self Service Student Records Menu
- Select the PLANS tab
- Select the option to develop a plan using a template
- Select the appropriate template for your degree and major; some plans designate specific minors or concentrations. Use the search box to narrow the list by keyword or advanced search to filter by college, etc.
- Select the starting term (first term at USI)
- Review the Plan Template
 - Make adjustments to the current term based on currently enrolled classes
 - Make adjustments to the current and future terms based on placement scores
- Customize the plan
 - Drag and drop classes from one term to another
 - For requirements with multiple options, expand the options and select the planned course
 - Select and enter courses to satisfy elective courses and courses shown with a wildcard symbol (@)
 - Review NOTES shown in yellow to the right of the plan, term and/or course
 - Use the Still Needed list from the right sidebar; REFRESH after dragging and dropping a course into the plan
 - Use the Course Search list from the right sidebar
- Click Audit button in lower right corner to see how courses in your Plan will fulfill degree requirements. You will want to make sure all degree, core and major requirements have been satisfied.
- When finished, make the plan ACTIVE and SAVE
- Schedule an appointment to meet with your academic advisor who will review and LOCK the plan.