

WSU Tech Degree Works

myDegreePlan
Student Guide



myDegreePlan Log-In Procedure

- Go to myWSUTech
- Enter User Name and Password
- Click Log-in to access the myWSUTech homepage
- Click on the Degree Works icon



Blackboard



Degree Works



Navigate



Sign Out



What is Degree Works and myDegreePlan?

- Web-based tool to help students monitor their progress toward degree completion
- Combines degree requirements and completed courses in the student audit worksheet
- Shows courses/requirements still needed for degree completion

myDegreePlan

Student View AA81zGYT as of 08/01/2019 at 04:37

Student		ID		Email	
Academic Advisor		Classification	Freshman	'Mailing' Phone	
Academic Advisor Email		Degree	Technical Certificate	<input checked="" type="checkbox"/> Student Photo Display Advising Notes	
Catalog Year	2019-2020	Major	Surgical Technology		
Graduation Status	Not Awarded	Academic Standing	Good Standing		
Overall GPA	2.000	Financial Aid Status	GOOD Why?		
Citizenship	Citizen	Holds	No Holds	Student Is VA	NO
Residency	Resident	Address		Student Type: F	

Test Scores

Test Description	Test Score	Date Taken
Not Reported	Not Reported	Not Reported

BDMS

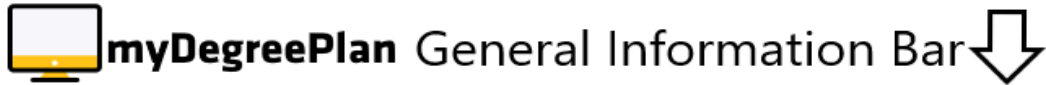
Xtender Documents [Click Here](#)

Degree Progress

Requirements 25%

General Information Bar

- Located across the top of the myDegreePlan audit page
- Access links to myWSUTech, the WSU Tech homepage



myWSUTech.edu	WSUTech.edu	Print	Log Out
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Student ID	Name	Degree	Major	Classification	Last Audit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Freshman	06/24/2019

[Worksheets](#) |
 [Planner](#) |
 [GPA Calc](#)

[Worksheets](#) →
 Format: [View](#) |
 [Class History](#)

What If

Look Ahead

Legend

- Complete
- Complete except for classes in-progress
- Nearly Complete - see Academic Coach
- Not Complete
- (T) Transfer Class
- @ Any course number

myDegreePlan

Student View AA81zDUX as of 06/24/2019 at 11:38

Student		ID		Email	
Academic Advisor		Classification	Freshman	'Mailing' Phone	
Academic Advisor Email		Degree			
Catalog Year	2013-2014	Major			
Graduation Status	Not Awarded	Academic Standing	Good Standing		
Overall GPA	0.000	Financial Aid Status			
Citizenship	Citizen	Holds	No Holds	Student Is VA	NO
Residency	Resident	Address		Student Type: C	

Test Scores

Test Description	Test Score	Date Taken
Not Reported	Not Reported	Not Reported

Degree Progress

Requirements **0%**

Student Information Bar

- Located across the top of the myDegreePlan audit page – under the General Information Bar
- Contains information regarding Student ID, Name, Degree, Major, Classification, and Last Audit date

The screenshot shows the myDegreePlan interface. At the top, there is a navigation bar with 'myWSUTech.edu', 'WSUTech.edu', 'Print', and 'Log Out'. Below this is the Student Information Bar, which is highlighted with a red box and a white arrow pointing to it. The bar contains fields for Student ID, Name, Degree (a dropdown menu), Major, Classification (Freshman), and Last Audit (06/24/2019). Below the bar are buttons for 'Worksheets', 'Planner', and 'GPA Calc'. The 'Worksheets' button is active, showing a 'Format:' dropdown set to 'Student View' and a 'View' button. There is also a 'Class History' link. Below the navigation is the 'Look Ahead' section, which includes a legend for course completion status (Complete, Complete except for classes in-progress, Nearly Complete, Not Complete, Transfer Class, Any course number) and a table for 'Student View'.

Student Information Bar

Student ID	Name	Degree	Major	Classification	Last Audit
				Freshman	06/24/2019

myDegreePlan

Student View AAB1zDUX as of 06/24/2019 at 11:38

Student	ID	Email
Academic Advisor	Classification	Freshman
Academic Advisor Email	Degree	'Mailing' Phone
Catalog Year	2013-2014	Major
Graduation Status	Not Awarded	Academic Standing
Overall GPA	0.000	Good Standing
Citizenship	Citizen	Financial Aid Status
Residency	Resident	Address
		Holds
		No Holds
		Student Is VA
		NO
		Student Type: C

Test Scores

Test Description	Test Score	Date Taken
Not Reported	Not Reported	Not Reported

Requirements 0%

Degree Progress

Option Tabs

- Located across the top of the myDegreePlan audit page – under the Student Information Bar
- Includes the main degree audit tab (Worksheets), a Planner tab, and a GPA Calculator tab

myDegreePlan

myWSUTech.edu WSUTech.edu Print Log Out

Student ID: [] Name: [] Degree: [v] Major: [] Classification: Freshman Last Audit: 06/24/2019

Option Tabs: Worksheets | Planner | GPA Calc

Worksheets → Format: Student View [v] View Class History

myDegreePlan

Student View AAB1zDUX as of 06/24/2019 at 11:38

Student	ID	Email
Academic Advisor	Classification: Freshman	'Mailing' Phone
Academic Advisor Email	Degree	
Catalog Year	2013-2014	Major
Graduation Status	Not Awarded	Academic Standing: Good Standing
Overall GPA	0.000	Financial Aid Status
Citizenship	Citizen	Holds: No Holds
Residency	Resident	Address
		Student Is VA: NO
		Student Type: C

Test Scores

Test Description	Test Score	Date Taken
Not Reported	Not Reported	Not Reported

Requirements 0%

Degree Progress

Student Data Box

- Displays various information such as Student ID, Academic Advisor, Overall GPA, Degree, Major, and more

myDegreePlan

myWSUTech.edu WSUTech.edu Print Log Out

Student ID: Name: Degree: Major: Classification: Freshman Last Audit: 06/24/2019

Worksheets Planner GPA Calc

Worksheets → Format: Student View **View** [Class History](#)

What If

Look Ahead

Legend

- Complete
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- Not Complete
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- @ Any course number

myDegreePlan

Student View AA81zDUX as of 06/24/2019 at 11:38

Student	ID	Email
Academic Advisor	Classification: Freshman	'Mailing' Phone
Academic Advisor Email	Degree	
Catalog Year	2013-2014	Major
Graduation Status	Not Awarded	Academic Standing: Good Standing
Overall GPA	0.000	Financial Aid Status
Citizenship	Citizen	Holds: No Holds
Residency	Resident	Address
		Student Is VA: NO
		Student Type: C

Test Scores


Test Description	Test Score	Date Taken
Not Reported	Not Reported	Not Reported

Degree Progress

Requirements **0%**

Degree Progress Bar

- Displays an estimate of a student's degree completion percentage
- Please note: This percentage is simply an estimation calculated from the number of checked boxes, not the actual degree completion



myWSUTech.edu WSUTech.edu Print Log Out

Student ID: Name: Degree: Major: Classification: Freshman Last Audit: 06/24/2019

Worksheets Planner GPA Calc

Worksheets → Format: Student View View Class History

What If

Look Ahead

Legend

- Complete
- Complete except for classes in-progress
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myDegreePlan

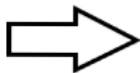
Student View AA81zDUX as of 06/24/2019 at 11:38

Student	ID	Email
Academic Advisor	Classification: Freshman	'Mailing' Phone
Academic Advisor Email	Degree	
Catalog Year	2013-2014	Major
Graduation Status	Not Awarded	Academic Standing: Good Standing
Overall GPA	0.000	Financial Aid Status
Citizenship	Citizen	Holds: No Holds
Residency	Resident	Address
		Student Is VA: NO
		Student Type: C

Test Scores

Test Description	Test Score	Date Taken
Not Reported	Not Reported	Not Reported

Degree Progress Bar



Degree Requirements Block

- Outlines course requirements that are completed, still needed, and/or in progress
- Includes Major Requirements (Technical Curriculum) as well as General Education Requirements

Associate of Applied Science Degree Catalog Year: 2019-2020					
<input checked="" type="checkbox"/> 2.0 GPA Requirement Met Degree Requirements Block					
<input type="checkbox"/> See Major Requirements Below Still Needed: See Surgical Technology AAS section					
Surgical Technology AAS Catalog Year: 2019-2020 Credit Hours Required: 64 Credit Hours Applied: 47					
Unmet conditions for this set of requirements: 17 Credit Hours needed					
<input type="checkbox"/> TECHNICAL CURRICULUM - 39 CREDIT HOURS Major Requirements Minimum Grade of C or Higher Required in All Technical Curriculum Courses					
<input checked="" type="checkbox"/> CPR for Healthcare Providers	CPR 001	CPR For Healthcare Providers	A	1	Spring 2019
<input checked="" type="checkbox"/> Introduction to Surgical Technology	SGT 101	Intro to Surgical Technology	IP	(4)	Fall 2019
<input type="checkbox"/> Pharmacology for Surgical Technology	Still Needed: 3 Credit Hours in SGT 107*				
<input checked="" type="checkbox"/> Surgical Procedures I	SGT 115	Surgical Procedures I	IP	(4)	Fall 2019
<input type="checkbox"/> Surgical Tech - Clinical Experience I	Still Needed: 4 Credit Hours in SGT 119*				
<input checked="" type="checkbox"/> Principles and Practices in Surgical Technology	SGT 120	Prin & Prac in Surg Tech	IP	(5)	Fall 2019
<input checked="" type="checkbox"/> Surgical Procedures II	SGT 125	Surgical Procedures II	IP	(5)	Fall 2019
<input type="checkbox"/> Surgical Tech - Clinical Experience II	Still Needed: 5 Credit Hours in SGT 129*				
<input type="checkbox"/> Surgical Tech - Clinical Experience III	Still Needed: 4 Credit Hours in SGT 130*				
<input checked="" type="checkbox"/> Principles and Practices in Surgical Technology Lab	SGT 140	Prin & Pract Surg Tech Lab	IP	(3)	Fall 2019
<input type="checkbox"/> ST Certification Review	Still Needed: 1 Credit Hour in SGT 145*				
<input checked="" type="checkbox"/> GENERAL EDUCATION CURRICULUM - 25 CREDIT HOURS General Education Requirements Minimum Grade of C or Higher Required in the General Education Foundation courses - Composition (ENG), Math (MTH), and Communication (SPH)					
<input checked="" type="checkbox"/> Medical Terminology	ALH 101	Medical Terminology	A	3	Summer 2019
<input checked="" type="checkbox"/> Human Anatomy & Physiology	BIO 150	Human Anatomy & Physiology	A	5	Fall 2018
<input checked="" type="checkbox"/> Microbiology	BIO 160	Microbiology	A	5	Spring 2019
<input checked="" type="checkbox"/> Composition I	ENG 101	Composition I	A	3	Spring 2019
<input checked="" type="checkbox"/> Intermediate Algebra	MTH 101	Intermediate Algebra	A	3	Fall 2018
<input checked="" type="checkbox"/> Communication Elective	SPH 111	Interpersonal Communication	A	3	Spring 2018
<input checked="" type="checkbox"/> Electives - Select 3 Credit Hours	PSY 101	General Psychology	A	3	Summer 2019

Worksheets Tab

- Shows student's current degree plan/audit in "Worksheets"
- Can run a What-If audit in "What-If"
- Can see an audit with expected future courses in "Look Ahead"

Worksheets

Worksheets

What If

Look Ahead



What-If Function

- Located under the Worksheets tab
- Use it to explore other degree options and see how your completed courses could fulfill various degrees
- From the drop down lists, choose a degree, catalog year, and major
 - Then select “Process What-If” to run the audit

Format:

Student View ▼

Process What-If create PDF

What-If

Degree ▼

Catalog Year ▼

Choose Your Different Areas of Study

Select an item to add it to your Chosen Area of Study

Major ▼

Chosen Areas of study

Remove

Look Ahead Function

- Use this function to show courses for which you plan to register in future terms
- Enter a course subject code in the Subject box, and a course number in the Number box
- Select “Add Course” to add new courses to the audit
- Click the “Find” icon if the subject code or course number are unknown
- Once all courses have been added, select “Process New” to process the Look Ahead audit

Format:

Student View ▼

Process New

Look Ahead

To see an audit **SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS**, use the form below to enter the **Subject code** and **Number** of each anticipated course. Once you have created your list of courses, click on the **Process New** button.

Enter a course and click Add Course

Subject

Number

Add Course



Courses you are considering

Remove Course

Planner Tab

- If you have created a plan of future courses with your advisor it will be shown here (if you have more than 1 plan, use the drop down box to choose one to view)
- You can view your plan from the Notes Mode, Calendar Mode, or Planned vs. Taken Mode
- Choose your Mode and click Load to view the plan

Test Plan ▾ Calendar Mode ▾ Show completed classes **Load**

Student Educational Planner

Student	
Current Term	Fall 2015
Description	Test Plan
Catalog Year	2019-2020
Active/Inactive	Active Plan
Locking Status	Plan is not locked
Last Modified	08/08/2019

Worksheets | **Planner** | GPA Calc

Planner → Test Plan ▾ Notes Mode ▾ Show completed classes **Load**

Notes Mode
Calendar Mode
Planned vs. Taken

▶ Fall 2019		▶ Spring 2020			
Course	Credit Hours	Course	Credit Hours	Course	Credit Hours
PSY 101	3	BIO 150	5		0
ALH 110	3	PSY 120	3		0
	0		0		0
	0		0		0
	0		0		0
	0		0		0
	0		0		0
	0		0		0
Total	6	Total	8	Total	

GPA Calculator Tab

- Students can use the GPA (Grade Point Average) Calculator to view the following features:
 - Graduation Calculator
 - Term Calculator
 - Advice Calculator

Worksheets	Planner	GPA Calc
Graduation Calculator →		
Term Calculator		
Advice Calculator		
	Current GPA	<input type="text" value="0.000"/>
	Credit Hours Remaining	<input type="text"/>
	Credit Hours Required	<input type="text"/>
	Desired GPA	<input type="text"/>
	Calculate	

Graduation Calculator

- Enter the number of remaining credits needed for graduation in the Credit Hours Remaining Box
- Enter the number of required credits for degree completion in the Credit Hours Required Box
- Enter the desired graduation GPA in the Desired GPA box
- Select “Calculate”
- A screen will appear with information regarding the necessary average GPA that will be required to meet the student’s graduation GPA goal
- Select “Recalculate” to change input information and obtain a new GPA average

Current GPA

2.00

Credit Hours Remaining

15

Credit Hours Required

30

Desired GPA

3.00

Calculate

Current GPA

2.00

Credit Hours Remaining

15

Credit Hours Required

30

Desired GPA

3.00

You need to average a 4.000 over your final 15 Credit Hours to graduate with your desired GPA.

Recalculate

Term Calculator

- Can be used to set goals and map paths to avoid probation
- Enter the subject code and course number for each course in the Class boxes
- Enter the number of credits for each course in the Credit Hours boxes
- Use the Grade drop-down boxes to enter the expected grade in each class
- Select “Calculate”
- A screen will appear with the newly calculated GPA
- Select “Recalculate” to return to the original screen and revise grade or class information

Current GPA	2.000	Current GPA	2.000	Calculated GPA	2.600
Credit Hours Earned So Far	15	Credit Hours Earned So Far	15		

	Credit Hours	Grade			
SPH 101	3	A [4.000] ▼	Class	Credit Hours	Grade
ENG 101	3	B [3.000] ▼			
MTH 101	3	C [2.000] ▼			
PSY 101	3	A [4.000] ▼			
CRJ 101	3	B [3.000] ▼			
Class 6		A [4.000] ▼			
Class 7		A [4.000] ▼			
Class 8		A [4.000] ▼			
Class 9		A [4.000] ▼			
Class 10		A [4.000] ▼			

Class	Credit Hours	Grade	Grade
SPH 101	3	A	4.000
ENG 101	3	B	3.000
MTH 101	3	C	2.000
PSY 101	3	A	4.000
CRJ 101	3	B	3.000

By achieving the grades listed here, your GPA at the end of the term will be 2.600

[Recalculate](#)

[Calculate](#)

Advice Calculator

- Can be used to figure out how to raise student's GPA, using actual grades as advice
- Enter a desired GPA in the Desired GPA box
- Select "Calculate"
- A screen will appear showing the average grade that will be needed to obtain the desired results
- Select "Recalculate" to return to the original screen and revise information

Current GPA	2.00	Current GPA	2.00
Credit Hours Earned	15	Credit Hours Earned	15
Desired GPA	3.00	Desired GPA	3.00

To achieve your desired GPA, you need one of the following:

15 Credit Hours at 4.000 (A) grade average

Note: Results that would require you to take more than 150 Credit Hours have been omitted.

Calculate **Recalculate**

Need Help?

For Additional Information or Assistance
please contact your Academic Advisor
or the Registrar's Office

316-677-9400

