

DegreeWorks – step by step

Sign into EKUDirect

Select EKU DegreeWorks where CARES used to be located

Window opens, click FIND in upper left hand corner, enter student ID#, press enter to select, press enter to OK selection and student information should populate window.

Click the refresh button in the upper right corner, the circle icon.



Click the ok or yes prompts in the next two boxes that pop up.

Click process new (near center of page in box).

The newest most up-to-date information should be on the page!!!

Review student audit under worksheet tab (the window that just opened). Any issues must be reported on ISSUES sheet and sent directly to Registrar. No one must sign the sheet so you can fill it out and send it for the student. <http://www.registrar.eku.edu/degreeworks/issues/report.pdf>

***Any course incorrect in a student's general education, supporting, or major area should be reported on the issues sheet. If a course was taken care of via a waiver write that. *For example:* chemistry 112 from the U of Wisconsin to take place of IVb or UWR exempt or in old gen ed., etc. The more simple the statement the better!

After all that, click the planner tab. (two boxes should come up side by side)

Click in the Description box: name the plan (i.e. Jen's plan)

Click "locked" if you're going to lock the plan.

Check box next to select term, by clicking on it.

Select term via drop down box – either summer or fall 2010

Add courses to be taken to boxes under term with hours credit to the side. In the notes block beside this term add notes only about this term such as, take ENG 211 or any course meeting the requirements for block IIIb.

Go to bottom of plan area to write Plan Notes for example: R Salmans 3/25/2010 – Jen should take all courses as we selected only modifying Gen. Ed courses to fit her schedule. Her RAC# for summer/fall 2010 is 111111.

Click SAVE PLAN square at bottom of page in maroon area. If problems with plan it will direct you to how to fix them, if it saved plan just fine box will pop up saying so, click o.k. You may now move on to other discussions you and this student may have.