How to Create General Education Requirements from a Template

Use this guide to create the Student Educational Plan General Education Requirements

For more information on the types of requirements, see the page titled "Types of Requirements"

Step-by-step guide

1. Go into Degree Works and open the student's degree audit.
2. Clicks on "Student Planner." If the student doesn't already have a plan the "Create Plan" box will open.
   a. For any student who will be completing general education at MSU, click "Select Template." This will give you a choice of templates of general education.
   b. For students who do not need to complete general education (i.e. Previous Bachelor's degree, Associate of Arts degree, etc), select "Blank Plan." Skip to the page titled "How to Start with Major Requirements instead of General Education."
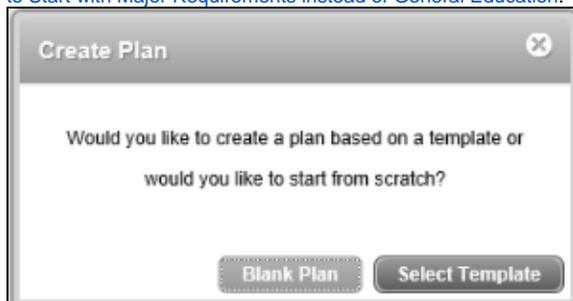

3. After clicking "Select Template", you will select the general education requirements in effect for the advisee. This will typically be the "Effective fall 2014" set unless the student is grandfathered into the previous general education requirements. There is a specialized template if the student is pursing a BA degree, is majoring in secondary education, or the College of Business. Click on the template you wish to use and click "Open."


4. Select the start term for this plan. Your only choices will be fall semesters. Don't worry if you wish to start the plan in a spring or summer semester. You can change it later. If starting in spring or summer, pick the fall after the start semester (i.e. if starting in spring 2016, pick fall 2016). This will open the default general education template for the student.
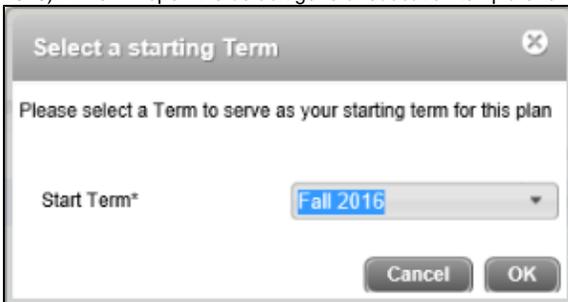

5. Change the description to the student's name in the following format (Bear, Boomer M00164858 SEP Plan).
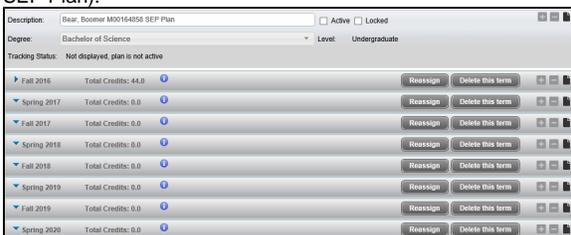

6. To open a semester, click the blue arrow beside it. This opens the template, which has all of the pre-programmed courses saved in the first term.
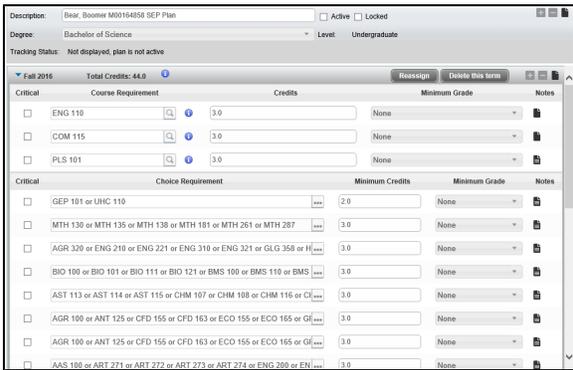
7. If you plan to start in a spring or summer semester, add that semester to the plan. To do this, select the "+" icon in the top right part of the planner box. Then choose the semester to add.
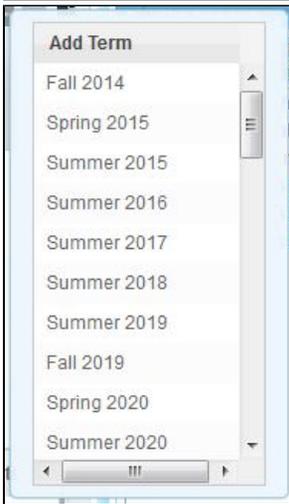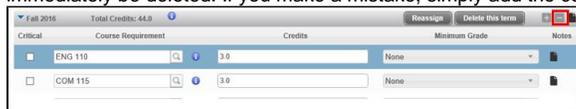

8. All of the general education courses will be listed on the originally semester selected. You can click and drag the courses to the semester in which you wish to assign the course. Make sure to click on the line and not any of the boxes describing the class details.
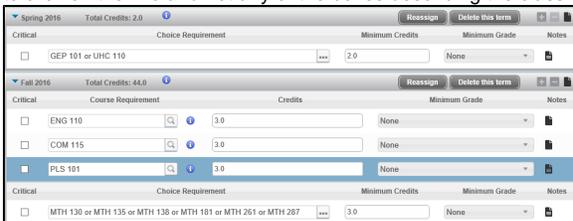
9. If the student has course credit already for a general education course, you can delete the course. For example, this student transferred in ENG 110 and therefore does not need to take it in the future.
   a. To delete it, click on the course you wish to remove.
    b. Click the "-" sign in the top right corner of the semester where the course is currently residing.
    c. There is no confirmation message. Once you click the "-" sign, the course will immediately be deleted. If you make a mistake, simply add the course back.


10. The general education planner default is to include all of the possible course options. However, you can edit this when a student knows which course they want to take. For example, the first screen shot below shows all of the "Focus on Quantitative Literacy" courses, but the student has told you they want to take "MTH 135" to meet this.

a. Choice requirements do not show as "planned" on the degree audit. When a student makes a decision, we want to remove the choice and add a "course" requirement.
b. Highlight the requirement that is going to be changed from a choice to a course. Click on the minus button on the term row.
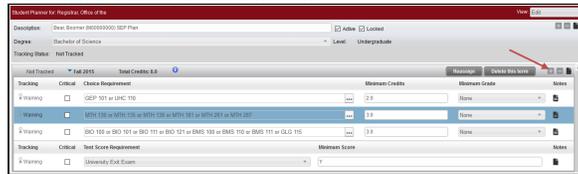

c. Click on the plus sign to add a requirement. On the drop down, choose "Course."
d. in the "Course Requirement" field, enter the course the student has chosen. This will allow the class to show on the student's degree audit as "planned."
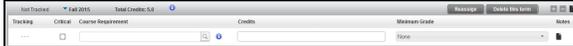
11. You also may change the number of credits. For example, either "Life Science" or "Physical Science" will need 4 hours. You can change the credits from "3" to "4" by simply changing the number in the minimum credits box.

12. You will also notice a icon in the "Notes" column. This indicates there is a note with additional information. Hover over the icon to see the beginning of the note. Double click on the note to open the full text.
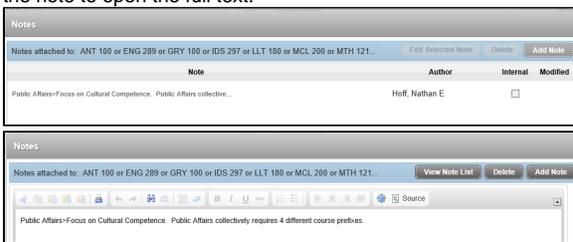
13. Click "Add Note" to add your own note. NOTE: The "internal" checkbox is turned off, so all notes will be publicly viewable to other advisors and students.
14. At this point, it is a good idea to save the plan before continuing with adding major and minor courses. To do so, click the "save" button in the lower right hand corner of the screen.
15. Continue with the page titled "How to Create Major/Minor Requirements" to complete the student's plan.