

## ACCESSING THE PLANNER

1. Log into OASIS
2. Click "Student" in the Main Menu or the "Student Services" tab at the top of the page
3. Click "DegreeWorks"
4. Click the "Planner" tab near the top

## PLANNER LAYOUT

### Top Bar: Plan List

You can create multiple plans. To switch between plans, select your desired plan from this drop-down menu and then click the "Load" button

BS ----- Add new plan ----- Notes Mode ☐ Show completed classes Load Edit View

### Right Side: Audit

Planner Worksheet AA24152q as of 10/13/2018 at 05:19				Print
Student	Student, Boris D.	Degree	Bachelor of Science	
ID	000143461	Major	Sport Management	
Class Level	First-Year (Freshman)	Concentration	No College Designated	
Mentor / Advisor	Suter, Cynthia A	Minors	Literature Philosophy	
Math Placement	MTH 090 Heidelberg Placement	Language Placement	Placement into GER 101	

This is your degree audit as seen on the Worksheets tab. It will show all of your requirements based on your currently listed majors/minors/concentrations.



If you programs are listed incorrectly, please see your Academic Advisor.

**Degree in Bachelor of Science**

A minimum of 120 semester hours are required. You currently have 0; you still need 120 more semester hours.

A minimum of 30 sem. hrs. in 300/400 courses is required. You have taken 0 but need 30 more semester hours.

The last 30 semester hours must be taken in residence (Heidelberg University).

**Unmet conditions**

\*\*\*ONLY 48 SEMESTER HOURS ARE ALLOWED IN ANY ONE SINGLE PREFIX. Check for possible course(s) in the Over The Limit Section of your audit 24 hrs. after every registration.\*\*\*

☐ Responsibility Requirement  
Needed: See AimHei Requirement (All Degrees) section

☐ Your GPA is below 2.0; please see an advisor.

☐ General Education Requirements  
Needed: See GenEd Requirements (BA - BS) section

☐ Major Requirements  
Needed: See Major in Sport Management section

Show What If Options ☐ Use What If Scenario

**What If Scenario Tool:** You can process a What If scenario within planner if you are interested in building a plan for a potential major/minor/concentration to help you make a more informed decision.

### Left Side: Plan

**Course Planner** Print

Student Student, Boris D.

Current Term Fall 2018

Description

Catalog Year 2018-2019

Last Modified

☒ Active Plan

Load in a pre-defined plan

☐ Select Term

More info on these classes

Notes

Total

Select Term

Save Plan Reload Form Save As... Delete Plan

Process New Check All Terms Uncheck All

This is a blank plan, how all your plans will begin!

**Description:** Name of your plan; make your titles intuitive so you can differentiate easily

### Semester Block

**Semester Checkbox:** Check it! It's important!

**Term Menu:** List of upcoming semesters

**Course Box:** Where you'll input course information. The first column will be the course code & number (i.e. BIO 110) and the second column will be the course credit hours

**Credit Hour Total:** As you work, the planner tracks how many credits you have planned to each semester to help you avoid overloading

### Planner Action Buttons:


**Save Plan:** Save as often as you remember

**Process New:** Refresh your audit based on your plan

**Save As...:** Create a copy of the current plan

## BUILDING A PLAN

1. Select “----- Add new plan -----” from the Plan List and click the “Load” button
2. Name your plan in the “Description” box
3. Select your semesters in order from the “Term Menus”
4. Check the Semester Checkbox next to each term you build - *very important if you want later processes to work*  
Add courses to your schedule one of two ways
  - a. Type in the course code and number (i.e. BIO 110) in the first column of the Course Box and the course credit hours in the second column. *The credit hours will automatically be totaled at the bottom of the term block and is a great way to ensure you do not overload a semester.*
  - b. Find the course you want to build into you plan on the Audit Side, then click -> drag -> drop the course into an empty Course Box on the Plan Side; this will automatically fill the course code and credit hours for the selected course

**Add a course to the wrong semester?** Click the double-line next to the Course Box    and drag and drop it into the proper semester. Be mindful as you drag and drop information into your plan. If you drop information in Course Box that already contains information, then the old info will be replaced with the new.

5. Repeat step 4 until your plan is complete
6. Click the “Save Plan” button as often as you remember throughout the building process & be sure to save before exiting

### Note on limited Course Boxes:

You can only have one semester block for any given term. So once you run out of Course Boxes for that term, you will have to list the rest in the notes box. This is typically a problem MUS/THR majors face, and it is recommended that these students list their classes that are required every semester (performance class, major ensemble, and primary instrument lessons) in the note section.

## ADDRESSING ERRORS WHEN SAVING

The Planner tool will not save a Plan that has errors. A message will appear when errors are present and red arrows will highlight the errors in your plan. Hover over the arrows to view an explanation. In this example, BIO 123 was placed in a Spring semester, but the course is only offered in the Fall.



banner8web.heidelberg.edu:4446 says

1 course problem was found while trying to save.  
Place your mouse over the red arrow to see what the problem is.  
Please fix the mistake and try saving again.

OK

You have several options to correct an error:


- Delete the offending course
- Move the Course Box to an appropriate semester
- Add the course information to the Notes Box
- Turn the course into a Placeholder

You must correct all the errors in your Plan before the Planner will allow you to save your work.

## “PROCESS NEW” - REFRESHING YOUR AUDIT

As you build your plan, you are encouraged to Process New regularly. By clicking the “Process New” button at the bottom of the Plan Side, you will refresh the Audit Side to include those courses you have built into your plan *in the semesters for which you have the Semester Checkbox checked.*

Once refreshed, your planned courses will appear in bright blue font.

	Introduction to Philosophy			
(PHI 140)	Introduction to Philosophy	PLAN	(3)	Spring 2019

## PLACEHOLDERS

There will be times while planning that you will want to specify a requirement in your plan without identifying a specific course. Examples of this include General Education requirements or reminding yourself to build in a major elective into a given semester. In these cases, you will want to build a Placeholder.

☒ **Spring 2019** ▼  
[▶ More info on these classes](#)

- FINE ARTS	3
- WORLD HIS ELEC	3

To build a Placeholder, go to an empty Course Box and type a hyphen, a space, and then the name of your placeholder ("- placeholder name"). Remember to input an estimated number of credit hours as well to keep your semester totals more accurate.

*Placeholders will not show as fulfilling requirements on your audit when you Process New.* The planner is programmed so that only specifically named courses will be



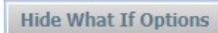

Not Counted		Credits Applied: 6		Classes Applied: 2	
- FINE	Planned Placeholder	PLAN	3	Spring 2019	
- WORLD	Planned Placeholder	PLAN	3	Spring 2019	

detected. Instead, placeholders will appear at the bottom of the refreshed audit in the "Not Counted" section.

Placeholders are also a great way to quickly resolve errors when you are crunched for time. If you need to save, receive error messages, and you do not have time to address those errors immediately, you can add the hyphen and space in front of any of your error courses to turn them into placeholders which will allow you to save. Then, you can return to your plan at a later time to correct those errors and continue working.

## WHAT IF IN PLANNER


You can use the What If tool inside Planner to easily build a Plan based on a new program idea. This is great when you are considering adjusting your Majors/Minors/Concentrations and want to see how that would work out long-term. To use the What If tool:

1. Click the "Show What If Options" button at the bottom of the audit side 
2. Build your desired scenario
3. Ensure that the checkbox next to "Use What If Scenario" is checked (this should check automatically as you build, but always double-check) 
4. Click the "Hide What If Options" button to minimize the information 
5. On your Plan, have at least one Term selected, have one class built into that Term, and ensure the checkbox next to the Term List is checked
6. Click the "Process New" button at the bottom of the Plan side 

Once you Process New, the Audit will refresh to reflect the What If scenario you built.

## SETTING A NEW ACTIVE PLAN

DegreeWorks only allows you to have one Active Plan within the Planner tool. Your Active Plan will be the one that populates automatically when you open Planner. Your default Active Plan is the first plan you create. To switch your Active Plan, take the following steps:

1. Open Planner - your current Active Plan will load
2. Uncheck the box next to "Active Plan" near the top of your Plan → 
3. Save your Plan and acknowledge the pop-up messages
4. Load the Plan you wish to make your Active Plan
5. Check the box next to "Active Plan"
6. Save the Plan

## BUILDING YOUR CLASS SCHEDULE WITH PLANNER

Outside of the benefits of using the Planner to map out your degree path, the Planner can also help you prepare for semester registration. Under the Term List box in each Semester Block, there is a link titled “More info on these classes”. When you click it, a pop-up window will appear that gives you information on the courses listed in that semester block, including:

- Course Description
- Credit Hours
- Attributes
- Upcoming offering information (meeting days/times, course capacity, current enrollment, course registration numbers)

This is a quick way to view available section information for your planned courses and build your desired class schedule for an upcoming semester in preparation for registration. The only piece of information that may be relevant that is not shown here are instructors. If you are looking to take a course with a specific instructor, you will need to conduct a class search to determine which sections that instructor is teaching.

☐ **Select Term**  
☒ **More info on these classes**

Course Information - Google Chrome
— □ ×

https://banner8web.heidelberg.edu:4446/IRISLink.cgi

**COM 100**
Print

(3 sem. hrs.) Introduction to theory and practice of effective public speaking, focusing on the role of public address in engaged citizenship and community improvement. (Fall and Spring)

**Attributes:** G1CO, GCTA

**Sections:**

Term	Crn	Section	Seats Open	Course Title	Meeting Times
Spring 2019	32360	4	0 (out of 25)	Public Speaking & Engagement	Tu Th 08:00 - 09:15
	32363	1	2 (out of 25)	Public Speaking & Engagement	M W F 08:00 - 08:50
	32364	3	0 (out of 25)	Public Speaking & Engagement	M W F 10:00 - 10:50
	32365	6	0 (out of 25)	Public Speaking & Engagement	Tu Th 14:00 - 15:15
	32366	5	0 (out of 25)	Public Speaking & Engagement	Tu Th 09:30 - 10:45

**ESS 230**

(2 sem. hrs.) An introduction into the scope and fundamentals of sport management. Topics, specific to the sport industry, will include career opportunities, human resource management, policy, facility management, marketing and finance. \*Students with credit for HHP230 will not receive credit for ESS230. (Fall, Spring)

**Sections:**

Term	Crn	Section	Seats Open	Course Title	Meeting Times
Spring 2019	35346	0	13 (out of 30)	Introduct to Sport Management	Tu Th 13:00 - 13:50

**LIT 102**

(3 sem. hrs.) Study of techniques of literary analysis applied to the major genres: fiction, poetry and drama; and practice in writing the critical paper. Required of all majors. Students with credit in ENG102 may not earn credit for this course. Receiving Advanced Placement credit for LIT102 does not include credit for or exemption from WRI101. (Spring) PREREQUISITES: WRI101, exemption exam, or Honors Program.

**Attributes:** G1HU, G1RE, G1WR

**Sections:**

Term	Crn	Section	Seats Open	Course Title	Meeting Times
Spring 2019	34248	0	0 (out of 25)	Literary Genres	M W F 12:00 - 12:50