

Locking a Plan

[Video begins]

[Scene displays ECU DegreeWorks webpage]

[Speaker Voiceover] Only an advisor can lock a student's plan of study. After reviewing the student's plan of study, approve the plan by locking it. Select the student from your advisee list located at the top left-hand corner of the DegreeWorks page. Then click the "Planner" tab.

Before locking a plan, you must first check the planned courses and the sequencing of those courses. To check the plan against the audit, first click the "Check All Terms" button at the bottom. Then click the "Process New" button. You will notice the left side of your screen will refresh and the planned courses will appear. If you notice discrepancies with the student's plan, you or your advisee should make adjustments to the plan. Advisor notes can be entered in the "Planned Notes" box, located after the planned semesters. When making changes to a plan, please make note of those changes in this area. Also, initial and date your advisor notes. Please use caution when entering notes. They will be viewable to the student and future advisors. Also, do not delete any notes, as it is good practice to preserve notes for future reference.

If you make any changes to the student's plan and create notes, be sure to click "Save Plan". You may encounter a dialogue pop-up box. Just click "OK". If you approve the plan, check the box labeled "Locked" located at the top of the planner. Students cannot make changes after you lock the plan. Also remember advisor notes are viewable to students. If you have questions about DegreeWorks, click on the "Frequently Asked Questions" tab at the top of the page.

[Video ends]