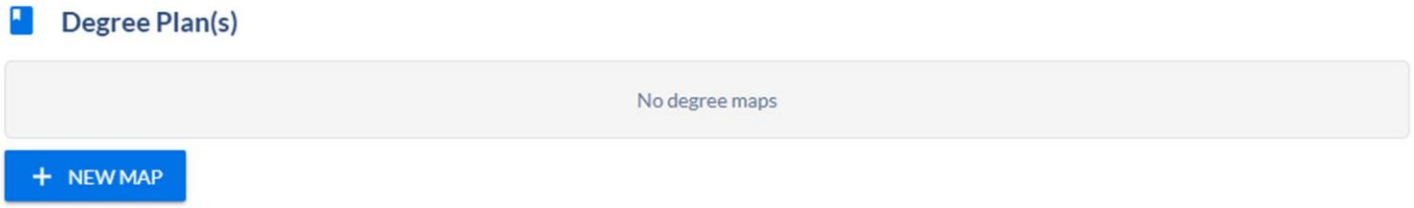
Coursedog Handbook – Building & Editing a Degree Plan

BUILDING A DEGREE PLAN

Step 1: While editing or creating a proposal, **select +NEW MAP** in the Degree Plan(s) field.



Step 2: Fill out the necessary information.

Degree Map Name: Suggested format – [Name of Program] [Degree Level] Sample Degree Plan

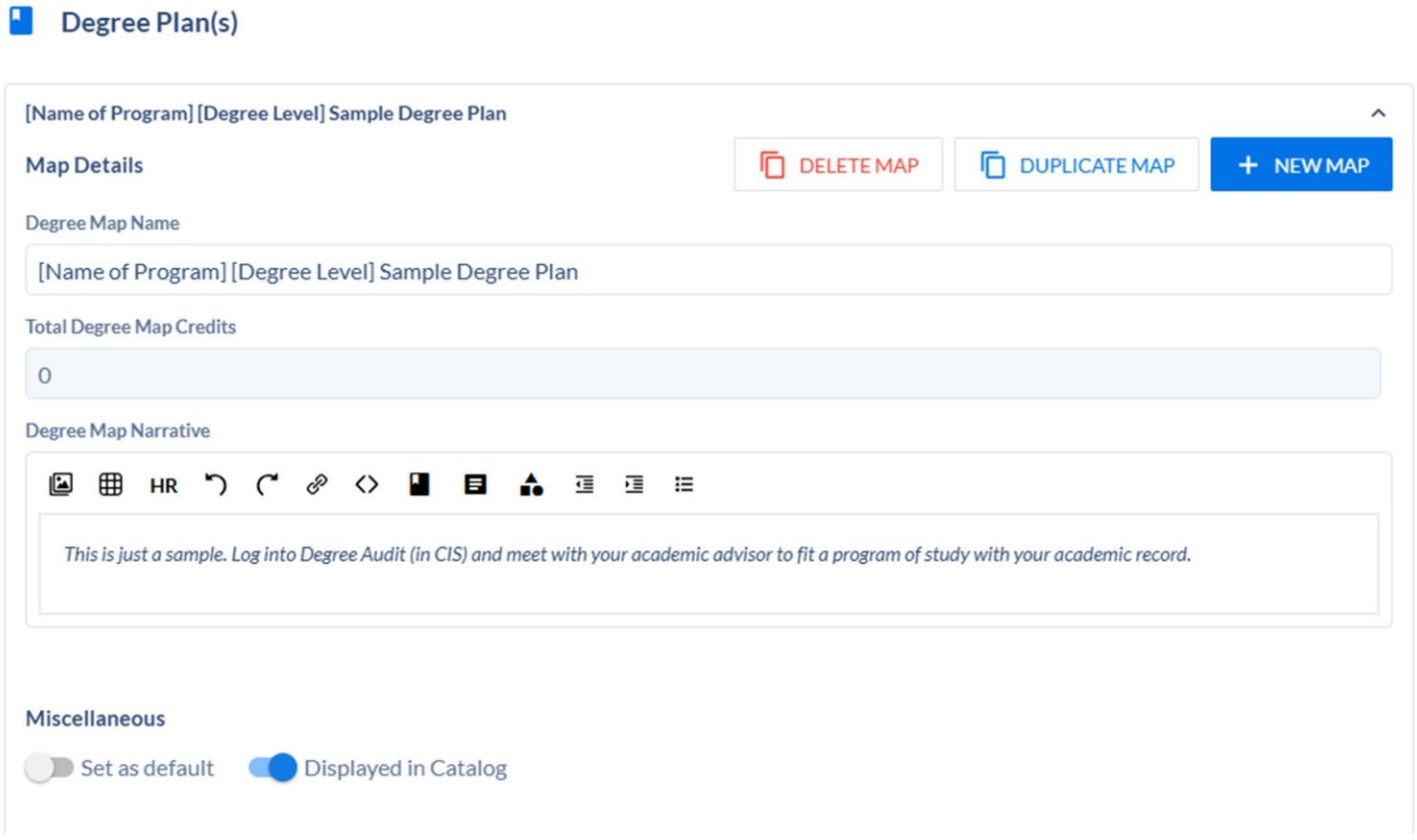
- Example: Elementary Education BS Sample Degree Plan

Total Degree Map Credits: An automatically calculated sum of the credits within the degree map, calculated by adding credit values from each requirement in the degree map. This includes General Education & Bachelor Degree requirement credits, total major credits, and total elective credits. **Degree Map Narrative**

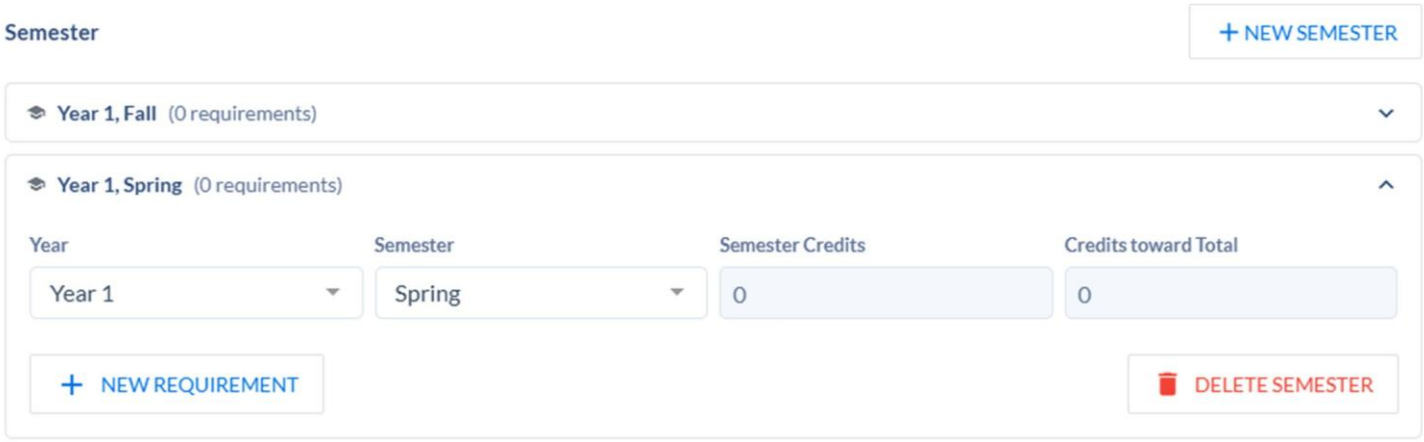
- Enter the following text in the Degree Map Narrative field: *This is just a sample. Log into Degree Audit (in CIS) and meet with your academic advisor to fit a program of study with your academic record.*

Miscellaneous

- Set as default: Controls if the degree map is the first to display in the list of degree maps for the program in the catalog.
- Displayed in Catalog: Controls if the degree map is displayed in the catalog view for the program.



Step 3: Degree maps are structured as years, then semesters within those years. New semesters can be added by clicking **+NEW SEMESTER,** and the year and semester name can be customized using the drop-down fields.



Step 4: Build requirements using the steps below.

#1: Click into the semester you wish to edit and click **+NEW REQUIREMENT**.

#2: Click into the requirement and select **Edit**.

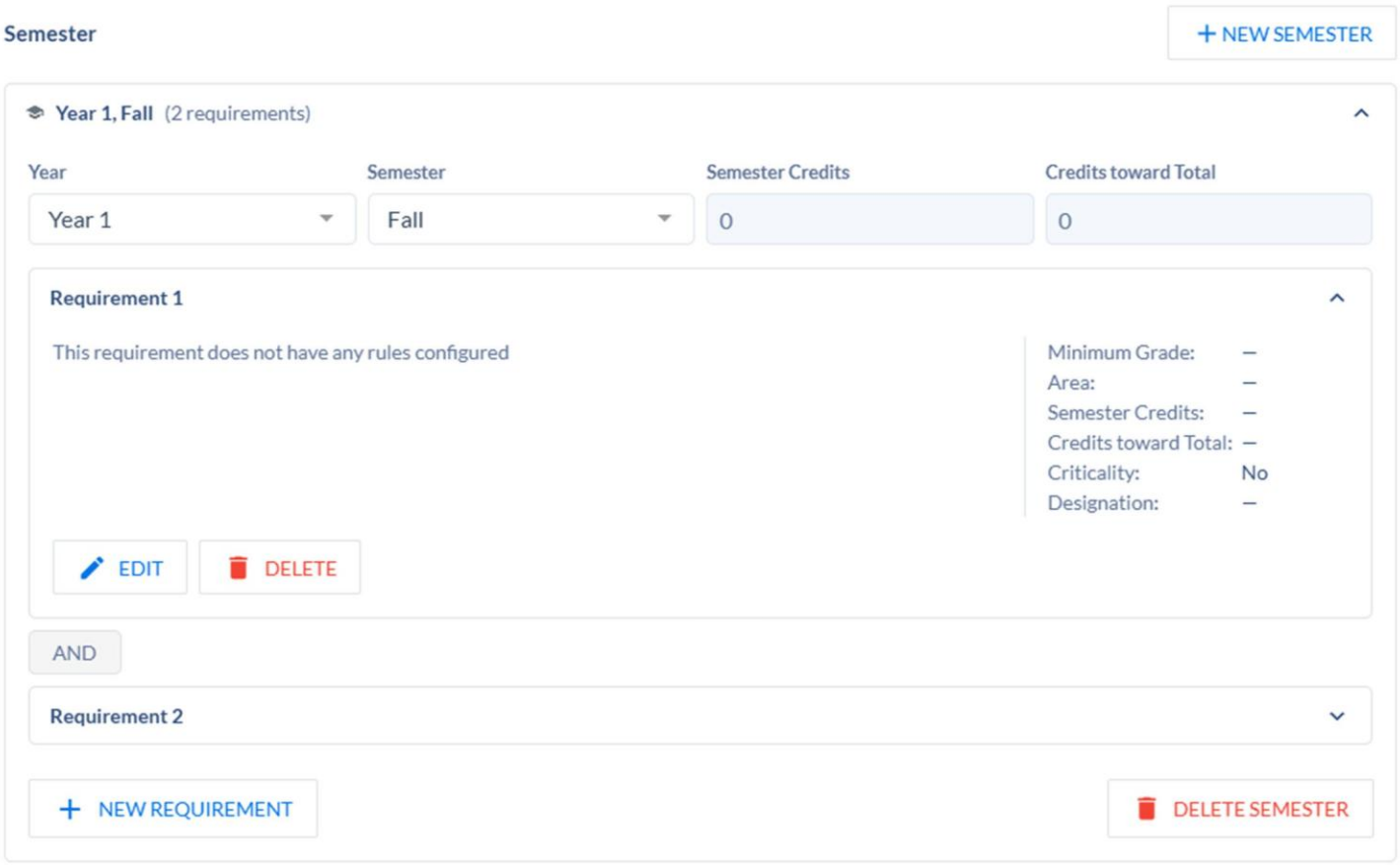
- This will open up a modal to add and edit requirement types and other details.

#3: Select the **Requirement Type** from the dropdown.

- You can add a combination of them, e.g. 2 courses and 1 course set.

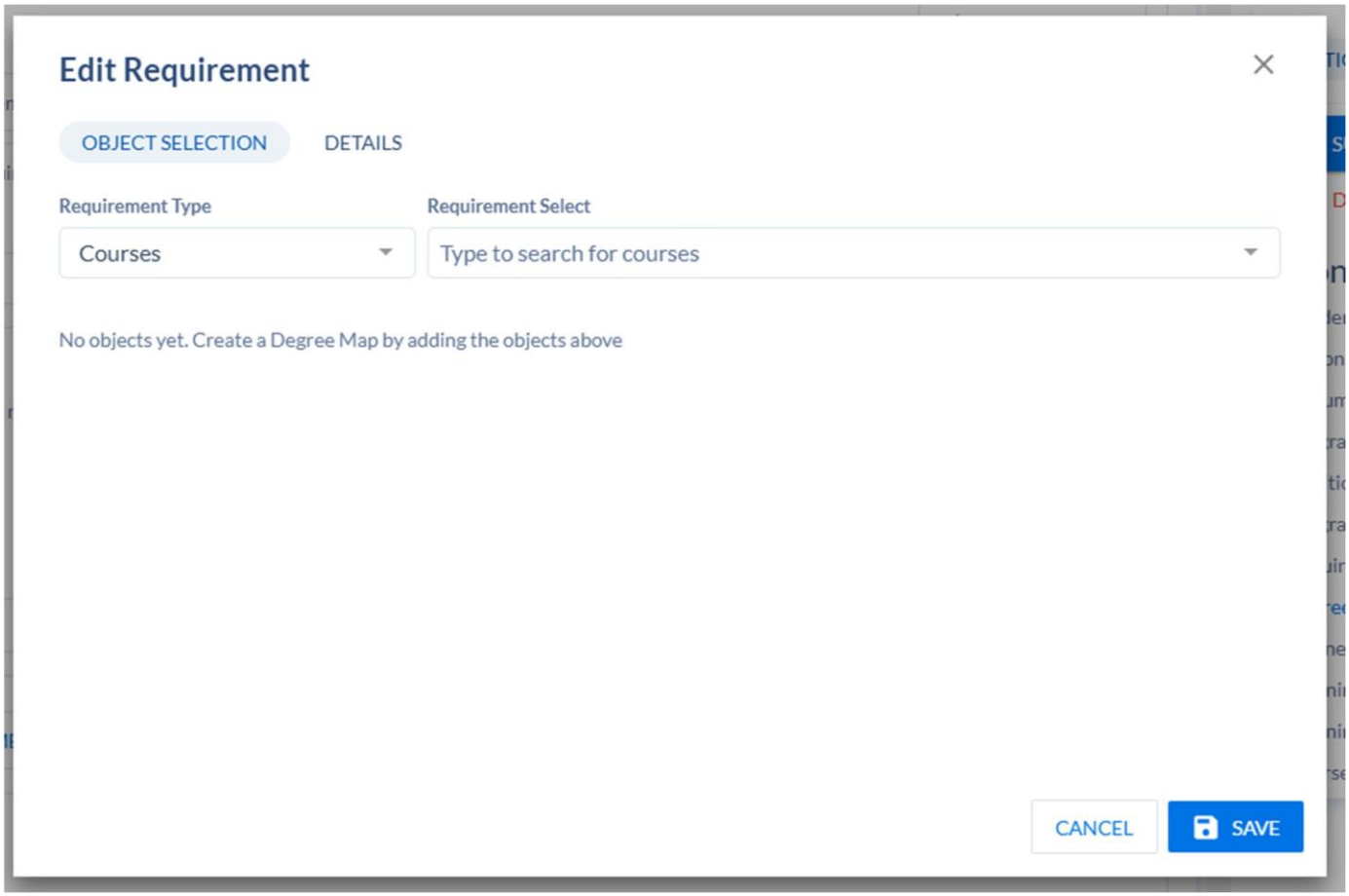
#4: Select the items you want to add from the **Requirement Select** dropdown.

- See **Object Selection & Details** below for more information.
- For courses, you can use the **+Add Course Choice option** to use "AND" logic. See "Add Course Choice" and "AND/OR Logic" below for more details.



OBJECT SELECTION

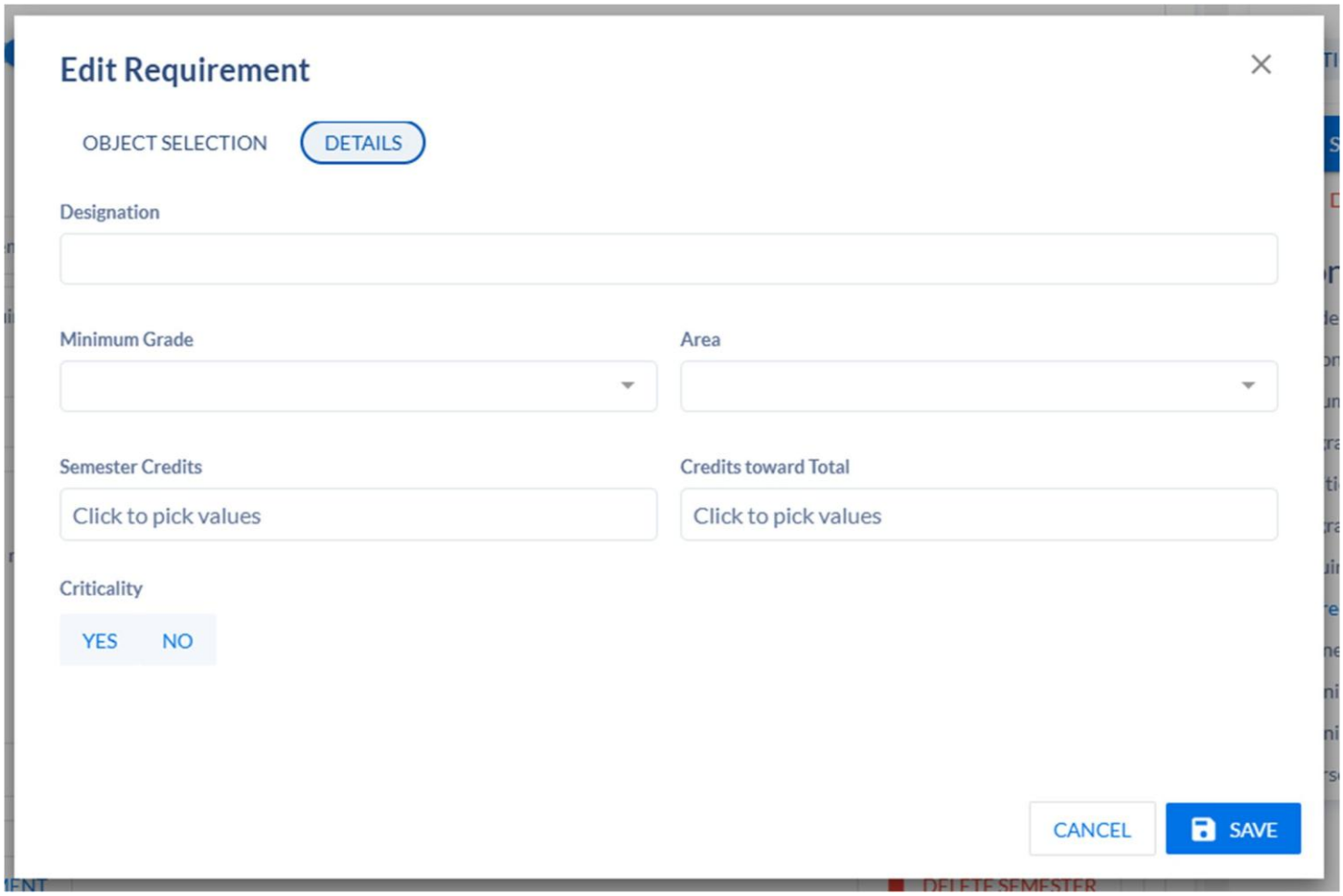
- Requirement Type: This field allows you to select the type of requirement for each field. In the default degree map, you are able to select: courses, course sets, course attributes, requirement designations, milestones, and generic.
    - COURSES – Add active courses that students need to take.
    - REQUIREMENT DESIGNATIONS – Maps to the PeopleSoft field of the same name.
    - MILESTONE – This is a free-text field; it is useful to represent any type of non-course milestone, such as "Internship". PeopleSoft specific.
    - COURSE ATTRIBUTES – Any course attributes you have, such as "Laboratory" or "Independent Study". PeopleSoft Specific.
    - COURSE SETS – Allows you to re-use the same course sets across multiple degree maps, which is very useful for things such as General Education Requirements that are used across programs.
    - GENERIC – This is a free-text field, which allows you to type in anything you want; particularly useful when the only requirement is a number of credits (e.g. "General Elective", 2 credits).
- Requirement Select: Based on your input for the requirement type, you are able to select a requirement.



DETAILS

- Designation (free text): Allows you to indicate General Education/Bachelor Degree designation(s).
    - *Example: GE – WR2*
    - *Example: BD - CW*
- Minimum Grade: Allows you to select a minimum grade for a requirement.
- Area: Allows you to select if the requirement is for general education, major, minor, or elective.

- Semester Credits
  - If a single course is selected for a requirement and that course has a credit value, Semester Credits is automatically populated with that value.
  - If that course has a min and max credit value only, Semester Credits is displayed as a hyphenated range that you can edit by clicking into the field.
  - If there are multiple courses listed for a single requirement, hard-coded logic will treat those courses as "either/or". Semester Credits will be an editable, hyphenated range with a min value of the course with the fewest credits, and a max value of the course with the most credits.
- EXAMPLE 1: If three courses are listed under Requirement 1 and all three courses are 3 credits, the Semester Credits displayed will be 3.
- EXAMPLE 2: If two courses are listed for Requirement 2 – and one is 3 credits whereas the other is 4 – Semester Credits will display as a range of 3-4.
- Credits Toward Total: Derived from the progress credits field in the credits prebuilt card. Same logic for calculation of credit values as in Semester Credits. PeopleSoft-specific field.
- Criticality: You are able to indicate "yes" or "no" if the course is critical.

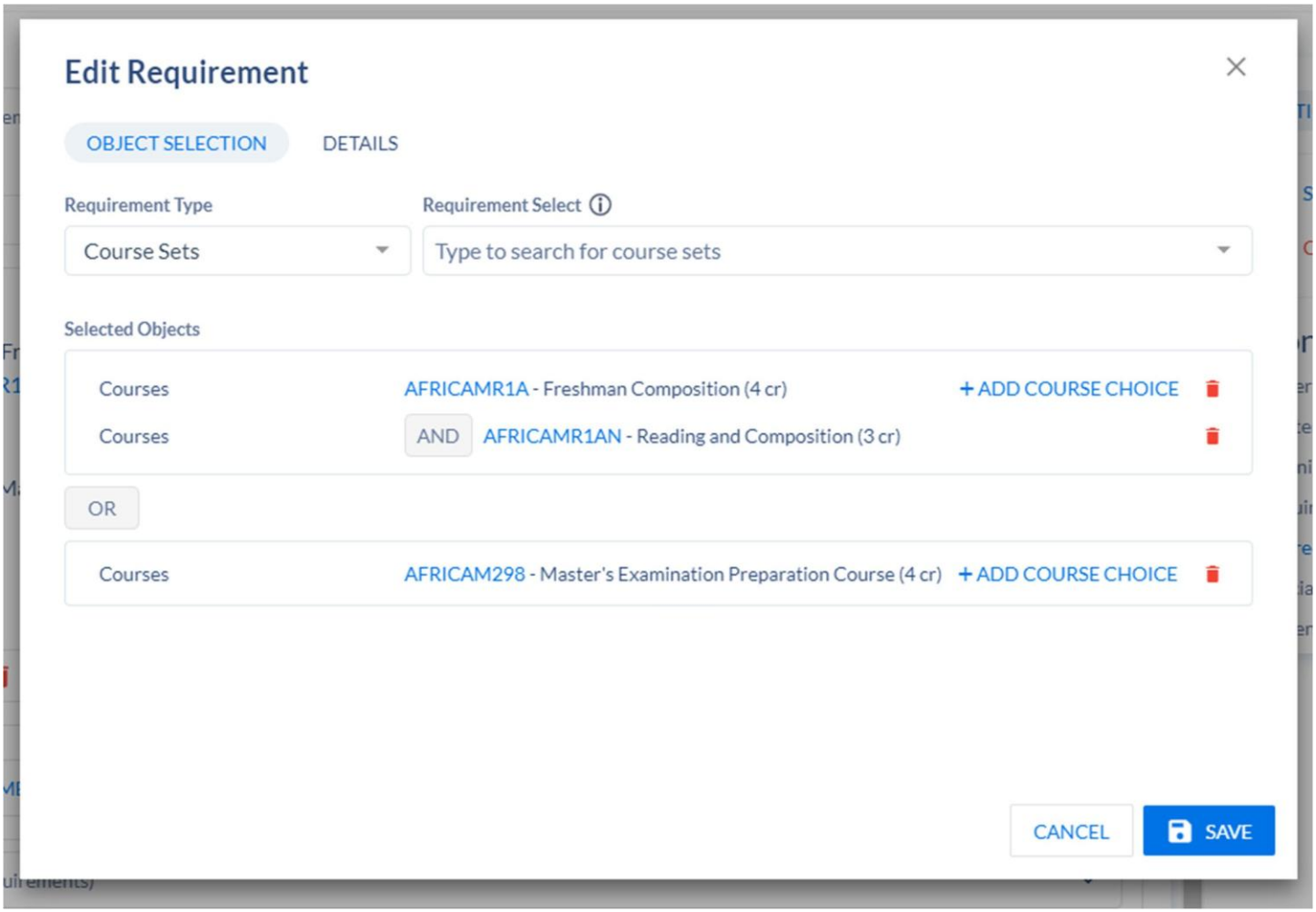


ADD COURSE CHOICE

- If you would like to use nested "And" logic in your degree map requirement, select "+ Course Choice" within a Course requirement.
- For example, to define a requirement as "Take (Math 1 AND Math 2) OR (Math 3), a user would:
  1. Add Math 1 as a course type requirement.
  2. Click "+ Add Course Choice" to add Math 2 to the same line.
  3. Use "Requirement Select" at top to add Math 3 using.

AND/OR LOGIC

- Items connected using "+ Add Course Choice" within the same object are always connected via AND.
- Selections across different objects but within the same requirement are always connected via OR. Requirements themselves are always connected to other requirements via AND.



<u>Step 5</u>: When you are done editing each requirement, click **Save.**

<u>Step 6:</u> For each requirement within the semester, click **+NEW REQUIREMENT** and repeat the above steps.

<u>Step 7:</u> Once you are done editing a semester, click **+NEW SEMESTER** and repeat the above steps.

<u>Step 8</u>: Once you have finished all degree plans, click **Save Changes** on the right-hand side of the screen under **Actions.**

EDITING A DEGREE PLAN

Step 1: When viewing an existing degree plan, click the **Details** tab to edit additional fields.

See **Object Selection & Details** above for more information.

Step 2: When you are done editing each requirement, click **Save.**

Step 3 (Optional): If you wish to add additional requirements, click **+NEW REQUIREMENT** and repeat the above steps.

Step 4: Once you have finished editing your program, click **Save Changes** on the right-hand side of the screen under **Actions.**