Student Training

Building a Plan – A&S

Through the Student Degree Audit software, undergraduate students can build a plan to guide their semesters and years of study.

Please note: **Pre-requisites and other enrollment requirements are not enforced in the planner.** These will be enforced in the SIS shopping cart during semester enrollment. **Be sure to carefully review course prerequisites before adding courses to your plan,** either in the SIS catalogue or in the Course Catalogue Details in your Degree Audit.

1. **Access your Degree Audit from the “Academics” drop-down in SIS by clicking “Student Degree Audit”**

2. **From your Degree Audit, select “Plans”.** You can select a previously made plan to continue making edits to that plan, or you can click “create a new plan” to begin designing a new plan.

3. **Starting a new plan**
   a. **Click “Create a new plan”**
   b. **Confirm the program selected.** The requirements for this program will be the basis for your plan. This will default to your first major.
   c. **If you wish to plan for more than one major or minor,** you can click “Select a different program”.
      i. **Select the major program desired**
      ii. **Select the catalogue year for the program you wish to plan.** This will most likely be the term you matriculated, but may be a later term if using newer requirements.
iii. Click “additional major” or “minor” to follow these steps for each additional major and minor.

d. Enter a plan name for your plan.
e. Select the semester your plan will start. For students planning for 4 years, this will be Fall, but you might select Spring if you are making a new plan midway through your career.
f. Select the year your plan will start.
g. Select the number of years till your anticipated graduation date.
h. Click Add Plan.

4. Developing your plan
   a. On the left side of your screen you will see your audit listing your degree requirements.
   b. Any completed requirements will be checked off in green; in-progress requirements will be dotted in blue, and unfulfilled requirements will be marked in red with an x.
c. Using the black arrows next to each requirement, you can expand the requirement to see specific courses required or used in fulfillment of the requirement.

Plan Builder

d. On the right side of the screen, you will see your plan. This will start out with all terms showing 0 credits but will be filled as you add things to your plan.
5. Adding courses to your plan
   a. You can add courses to your plan by dragging and dropping specific courses from your audit on the left into terms on the right. Click on the course at the left of the screen, drag it over the term you wish to drop it into, hover over the term until you see it highlighted, and drop the course into the term.

   ![Course Added to Plan]

   In this picture, the course has successfully been added to the Fall 2019 term.
b. Or, you can expand one of the terms and click “add course” to manually search for and select a specific course.

6. Proofing your plan
   a. Once you have added all your planned courses to your plan, you can proof your plan.
   b. Remember, each semester you should plan to schedule 12-18 credits worth of courses, with an average of 15-16 credits each term. Look for this to the right of each semester in your plan. In the following example, the student has planned courses that total 16 credits in the fall 2019 semester.
   c. Additionally, when you think you have completed your plan, your total credits should total at least 120. Look for this total in the top of your plan. In the following example, the student has planned courses that total 121 credits.
   d. You can also check your plan by comparing it to the audit for your declared programs, by clicking the audit button in the top left of the right side of the screen:
e. This will open a new tab and will audit your planned courses against your declared majors and minors.

f. Scroll through this audit to identify unsatisfied requirements, marked in red.

g. Return to your plan to add additional courses as necessary.

7. Adding plan comments
   a. You can add a comment on your plan by clicking the comment button.
b. Click “Add New Comment”

c. Type your comment and select your intended audience and select the plan you wish to attach the comment to. To add a note that is only for you to view, click “private”. You can also share with your advisors. Sharing with advisors will generate an email to all declared advisors.

d. To add a note that is not attached to a plan, you can do so using the “Comments” feature in the navigation bar at the top of the page and following the same steps as listed for plan comments.

8. Other planner notes:
   a. **Pre-requisites and other enrollment requirements are not enforced in the planner.** These will be enforced in the SIS shopping cart during semester enrollment. **Be sure to carefully review course prerequisites before adding courses to your plan,** either in the SIS catalogue or in the Course Catalogue Details in the Student Degree Audit.
   b. Click on a course that has been added to your plan to pull up more information about that course, including pre-requisites, course description, foundation/distribution characteristics, and more.
c. Issues with courses added to the planner will be marked in red. Click on the red circle to read more about the error.