

## Student Training

### Building a Plan – SOE

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.



### Degree Audit Reporting

The screenshot shows the Tufts Degree Audit Reporting interface. The navigation bar includes: Home, Notifications, Students, Roadmap, **Plans** (circled in red), Schedules, Comments, Exceptions, Batch, Tools, Reports, and Security. Below the navigation bar, the 'Request an Audit' section is visible. It contains a dropdown menu for 'Run Declared Programs:' which is expanded to show a table with one row: 'U-BA' under the 'Degree Program' column. Below this table is a section for 'Select a Different Program:'. At the bottom, there are two buttons: 'Run Declared Programs' and 'Cancel'. A link for 'Advanced Settings' is also present.

Degree Program
U-BA

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.

## Request an Audit for Plan

▼ Select a Different Program:

Choosing a degree program here will not change your declared degree program.

Program: **APPLIED MATHEMATICS - BACHELOR OF ARTS - APPLIED MATHEMATICS - BACHELOR OF ARTS**

Catalog Year: **Fall 2016** Clear Selections

Add:

- 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.

### Manage XXXXXXXXXX Plans ?

Program: *APPLIED PHYSICS - BACHELOR OF SCIENCE*  
 Catalog: *Fall 2018*

[My Plans](#)

Create a New Plan

**a.**

### Enter Plan Information Here:

**b.** Program: *APPLIED PHYSICS - BACHELOR OF SCIENCE effective: Fall 2018*  
**c.** [Select a different program](#)

**d.** Plan Name:

**e.** Semester:

**f.** Year:

**g.** Years To Graduation:

**h.**

#### 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

Step 1: Click or tap a course to view more details about that course.

Step 2: Drag course into appropriate Semester on your Plan.

[Hide Help](#)

Audit: COMP-BS

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Program: COMPUTER SCIENCE *No Semester by Semester Roadmap is available for this program.*

Effective: Fall 2018

[Expand All](#) / [Collapse All](#)

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

- > ✖ LIBERAL ARTS - GENERAL REQUIREMENTS
- > ☰ OVERALL GPA - MINIMUM OF 1.67 REQUIRED
- > ✖ Use of Prematriculation/Summer School semester(s) does not advance class standing. Earned includes all full-time semesters as well as in-progress semester(s).  
RESIDENCY: EIGHT FULL-TIME SEMESTERS OF ENROLLMENT
- > ✔ COLLEGE WRITING REQUIREMENT
- > ✔ FOREIGN LANGUAGE - PART I
- > ✖ FOREIGN LANGUAGE PART II  
-- Level 3 Language Course in a Second Foreign Lang; OR  
-- Foreign language 0004 & two related culture courses; OR  
-- Three courses relating to same culture area. African, East Asian, Hispanic, and Southeast Asian cultures must have minimum of one region of origin course.
- > ✖ WORLD CIVILIZATION
- > ✖ DISTRIBUTION REQUIREMENT
- > ✖ PENDING APPROVAL FROM DEPARTMENT

- d. If a roadmap is available for your selected program, you can also toggle to and create your plan from the roadmap instead of the audit by clicking on the blue hyperlinked roadmap.

### Plan Builder

[Show Help](#)

Audit: COEN-BSCPE

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Program: COMPUTER ENGINEERING (BSCPE) *There are Semester by Semester Roadmaps available for this program.*

Effective: Fall 2018

[Expand All](#) / [Collapse All](#)

[BSCPE 2021 - Carol. 4 Year Roadmap, Fall 2018](#)

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

- > ✖ **ENGINEERING-GENERAL REQUIREMENTS - 120 credits req.**  
**Fall 2015 thru Summer 2019**

- i. SOE students are encouraged to plan from a roadmap. A roadmap provides a suggested order by term to complete your required and elective courses.

Roadmaps directly mirror the Guidelines for Course Selection posted by the School of Engineering.

- ii. On the roadmap, completed requirements will be checked in green and cannot be expanded. Incomplete requirements are available to be moved to the plan.
- iii. Once you have toggled to the roadmap and then returned to the audit, you will not be able to toggle to the roadmap again. To see the roadmap again, you must create a new plan.

[Show Help](#)

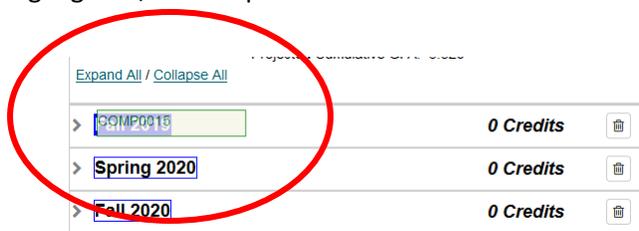
Roadmap: BSCPE 2021 - Carol		<b>13 Credits</b>
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>PDF</span> <span>⊕ ▶</span> </div> <p>Program: COMPUTER ENGINEERING (BSCPE) <small>You can plan from the degree audit for the program!</small>            Effective: Fall 2018 <a href="#">COEN-BSCPE</a>  <a href="#">Expand All</a> / <a href="#">Collapse All</a></p>		
✓ Year 1		0 Credits
✓ Year 2		0 Credits
∨ Year 3		6 Credits
✓ Year 3-Semester 1		0 Credits
∨ Year 3-Semester 2		6 Credits
✓ Required Foundation		0 Credits
∨ Required Concentration		3 Credits
<ul style="list-style-type: none"> <li>EE 0026 (4 Credits) <i>Digital Logic Sys W/lab</i></li> <li>EE 0031 (3 Credits) <i>Junior Design Project</i></li> </ul>		
➤ One Concentration Elective (b)		3 Credits
✓ Humanities/Social Science/Arts		0 Credits
∨ Year 4		7 Credits

- e. 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.

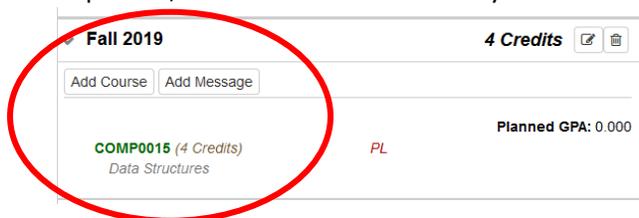
Plan: Computer Science Plan 2		0 Credits
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <a href="#">PDF</a> <a href="#">Share</a> <a href="#">List</a> <a href="#">Grid</a> <a href="#">Chat</a> <a href="#">Check</a> <a href="#">Minus</a> <a href="#">Plus</a> </div> <div style="text-align: center;"> <b>Graduation Goal GPA:</b> 0.000  <b>Projected Cumulative GPA:</b> 3.520  <a href="#">Expand All / Collapse All</a> </div> </div>		
> Fall 2019	0 Credits	
> Spring 2020	0 Credits	
> Fall 2020	0 Credits	
> Spring 2021	0 Credits	
> Fall 2021	0 Credits	
> Spring 2022	0 Credits	
> Fall 2022	0 Credits	
> Spring 2023	0 Credits	

5. Adding courses to your plan

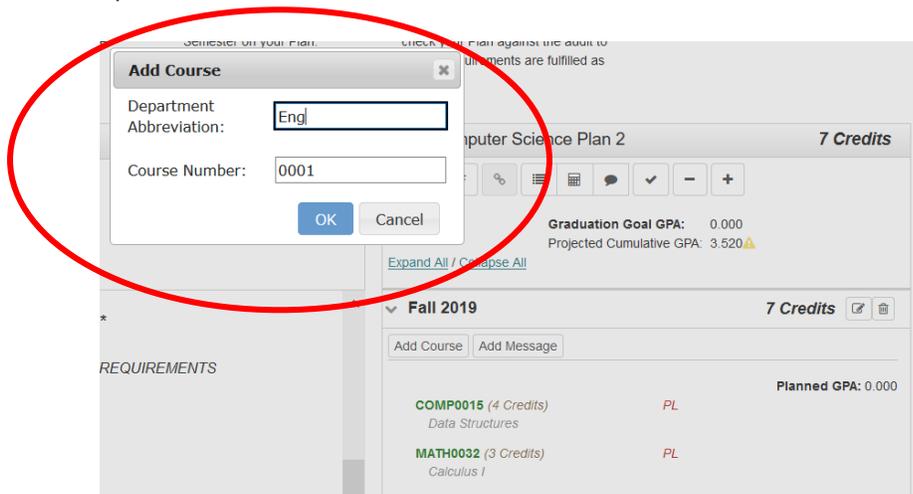
- a. You can add courses to your plan by dragging and dropping specific courses from your audit on the left into terms on the right. Click on the course at the left of the screen, drag it over the term you wish to drop it into, hover over the term until you see it highlighted, and drop the course into the term.



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

- Once you have added all your planned courses to your plan, you can proof your plan.
- Remember, each semester Engineering students should plan to schedule courses totaling 12-21 credits, aiming for an average of 14-16 credits each term. Look for this total 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.
- 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.

Plan: Computer Science Plan 2 **b. 121 Credits**

Graduation Goal GPA: 0.000  
Projected Cumulative GPA: 3.520

**Fall 2019** **c. 16 Credits**

Add Course Add Message

Planned GPA: 0.000

<b>COMP0015</b> (4 Credits) Data Structures	PL
<b>MATH0032</b> (3 Credits) Calculus I	PL
<b>ENG 0001</b> (3 Credits) Expository Writing	PL
<b>HIST0058</b> (3 Credits) Byzantine World	PL

- 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:

Plan: Computer Science Plan 2 121 Credits

PDF

View an Audit that includes all courses from the plan.  
Projected Cumulative GPA: 3.520

[Expand All / Collapse All](#)

- 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.

\*\*\*\*PENDING APPROVAL FROM DEPARTMENT\*\*\*\*

**COMPUTER SCIENCE MAJOR**

EARNED: 2 SUBREQUIREMENTS  
PLANNED: 33.0 CREDITS  
NEEDS: 1 SUB-GROUP

PL 1) Five required Computer Science courses.

0.0 CREDITS ADDED		0 COURSES TAKEN	
PLANNED:		21.0 CREDITS	5 COURSES TAKEN
FA19	COMP0015	4.0 PL	Data Structures
SP20	COMP0040	5.0 PL	Mach Struc & Programming
FA20	COMP0105	5.0 PL	Programming Languages
SP21	COMP0160	4.0 PL	Algorithms
SP21	COMP0170	3.0 PL	Computation Theory

PL 2) Three Computer Science electives above COMP 15.

0.0 CREDITS ADDED		0 COURSES TAKEN	
PLANNED:		9.0 CREDITS	3 COURSES TAKEN
SP22	COMP0122	3.0 PL	Parallel Computing
SP22	COMP0181	3.0 PL	Compilers
SP22	COMP0111	3.0 PL	Operating Systems

PL 3) Required Mathematics courses.

0.0 CREDITS ADDED		0 COURSES TAKEN	
PLANNED:		3.0 CREDITS	1 COURSE TAKEN
SP20	MATH0034	3.0 PL	Calculus II

NEEDS: 1 COURSE  
SELECT FROM: [MATH0061](#) OR [COMP0061](#)

- 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.

Plan: Fall Plan 15 Credits

PDF

**Graduation Goal GPA:** 0.000  
**Projected Cumulative GPA:** 0.000

[Expand All / Collapse All](#)

- b. Click “Add New Comment”

**Comments**

Enter your comments. Select the 'Share with' field to share the comment with others or the 'Private' field to create a private note.

[Expand All / Collapse All](#)

- 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.

Private  Share with:  Student  Other Advisors

This a test student.

Link with Plan:

- 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:
- 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.
  - 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.

Plan: Computer Science Plan 2 **121 Credits**

Graduation Goal GPA: 0.000  
Projected Cumulative GPA: 3.520▲

Expand All / Collapse All

▼ Fall 2019 **16 Credits**

**Course Catalog Details**

**MATH 0032 (3 Credits)**  
Calculus I

Differential and integral calculus: limits and continuity, the derivative and techniques of differentiation, extremal problems, related rates, the definite integral, Fundamental Theorem of Calculus, derivatives and integrals of trigonometric functions, logarithmic and exponential functions. Recommendations: High school geometry, algebra, and trigonometry. Students will receive an additional two credits (with grade) for passing MATH 32 after receiving credit for MATH 30. MATH 32 must be taken at Tufts and for a grade.

<b>Repeat for Credit?</b>	Repeat for credit: Yes; Total Units Allowed: 3; Total Completions Allowed: 1
<b>Foundation/Distribution</b>	BFA-Science/Technology, LA-Distribution-Mathematics, SoE-Mathematics
<b>Grade Type</b>	Graded

**Course Availability**

Fall 2019	Spring 2020	Summer 2020	Fall 2020	Spring 2021	Summer 2021	Fall 2021	Spring 2022	Summer 2022	Fall 2022	Spring 2023	Summer 2023
✓	?	?	?	?	?	?	?	?	?	?	?

Planned GPA: 0.000

PL

PL

PL

PL

PL

15 Credits

Planned GPA: 0.000

PL

- c. Issues with courses added to the planner will be marked in red. Click on the red circle to read more about the error.

▼ Fall 2019 **16 Credits**

Add Course Add Message

Planned GPA: 0.000

**COMP0015 (4 Credits)** *Data Structures* PL

**MATH0032 (3 Credits)** *Calculus I* PL

**EXP 0051 (3 Credits)** *Experimental College* PL

Status

1. Course not offered in this Semester

GPA