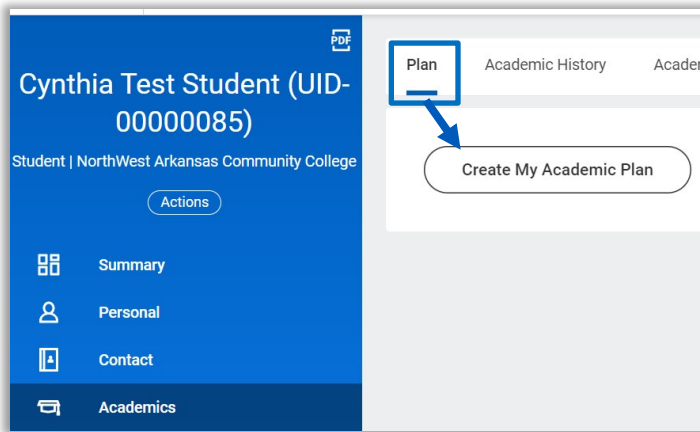## CREATE ACADEMIC PLAN

Academic Plans are available for use by all NWACC students. If you are pursuing a Program of Study with an Academic Plan template, your plan will automatically populate using this template. This plan can still be edited, even if the template populates.

NOTE: Not every Program of Study will have an Academic Plan template. If yours does not, you may add courses through the Course field without using the Academic Requirement field.
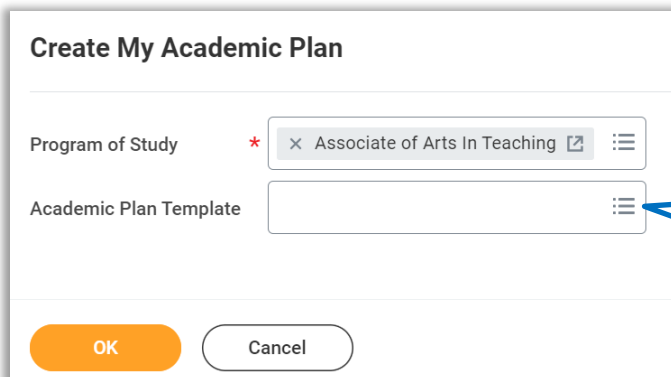
Before you register, we encourage you to create an Academic Plan from which to register. The Academic Plan is not equal to your registration; it's a plan that makes it easy for you to choose the right courses from your Plan for each Academic Period.

Create Academic Plan

1. Navigate to your **Profile** by clicking your photo or person icon in the upper right-hand corner and select **View Profile**.

2. Click the **Academics** tab.

3. Click the **Plan** sub-tab.

4. Click **Create My Academic Plan**.

5. Select an **Academic Plan Template**, if applicable. Templates will only appear in the drop-down if they are available for your Program of Study.

6. Click **OK**.

7. If you are an existing student, all Academic Years you have been active at NWACC will appear on your Academic Plan. To remove any prior years, click **Remove**.

   NOTE: This is a plan, and nothing will be deleted if you remove previous Academic Years. Removing them will give you a simpler view of your current and future Academic Plans.
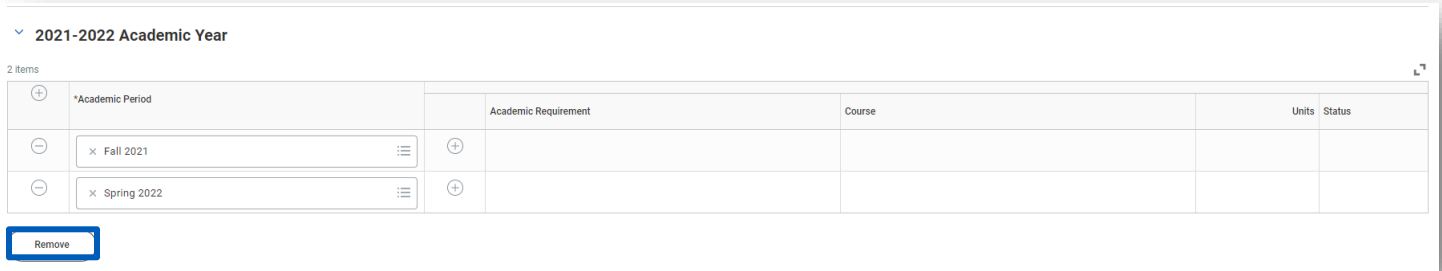

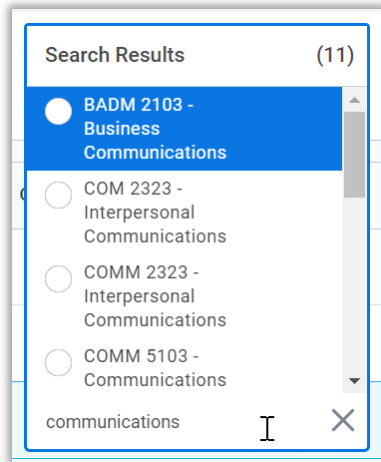8. Click **Add** to add additional academic periods to the plan.

9. Within the applicable Academic Year, click the **Add Row** icon to add Academic Requirements to the plan.

10. For each Academic Requirement, select the **Course** you intend to take to fulfill the specific academic requirement.

    - If your Program of Study has an Academic Plan template, you will see Academic Requirements added to your Academic Plan.

    - If your Program of Study does not have an Academic Plan template, you will be able to add Academic Periods and Courses manually. Enter courses in the Course field if the Academic Requirement field is empty.

    - If your Program of study has an Academic Plan template but you want to take courses that are not Academic Requirements, you may add them to your Academic Plan by entering courses in the Course field.
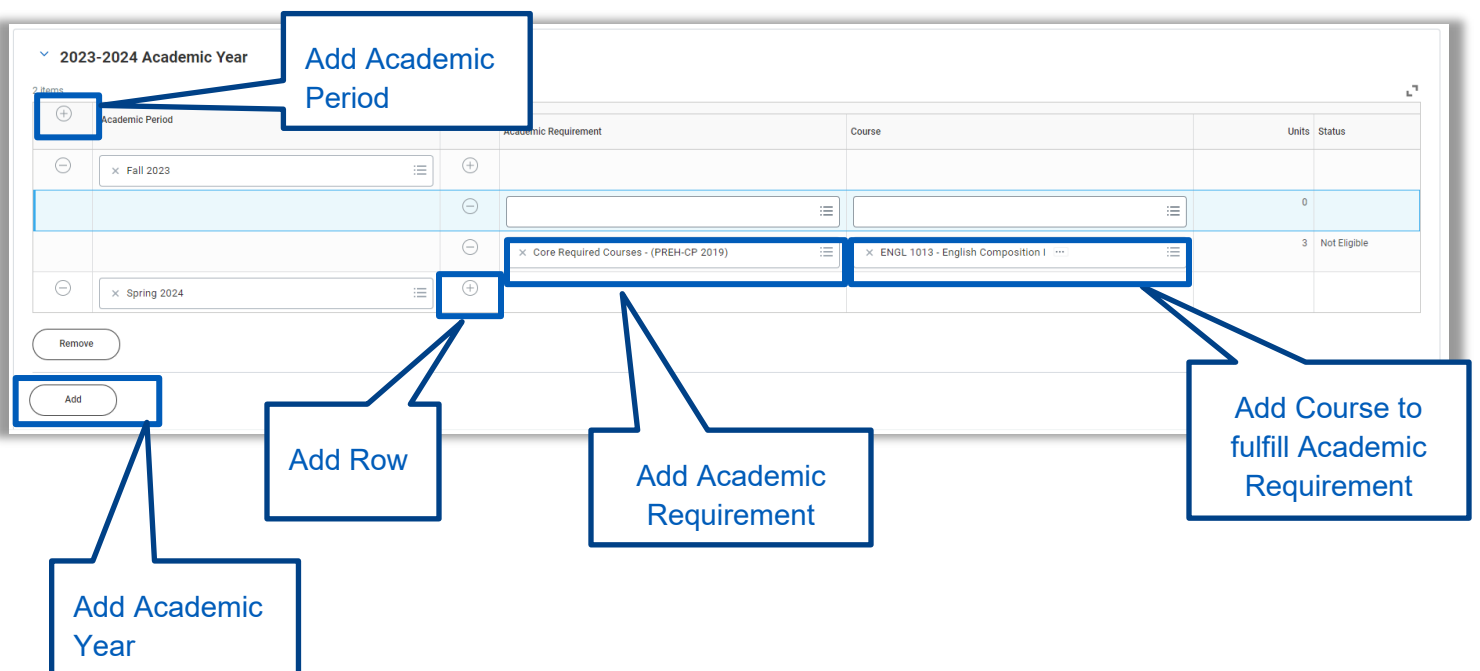
11. When you add a Course without an Academic Requirement, you may type in the **Course** name to search for the course.

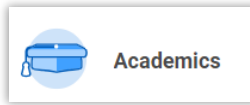12. Click on the button next to the **Course** name to add it.

Search Results (11)
- ● BADM 2103 - Business Communications
- ○ COM 2323 - Interpersonal Communications
- ○ COMM 2323 - Interpersonal Communications
- ○ COMM 5103 - Communications

communications

13. You will see the names of the courses, the associated credits, and your enrollment status.

	Academic Requirement	Course	Credits	Status
⊕				
⊖			0	
⊖		✕ BADM 2103 - Business Communications ⋯	3	Eligible to Enroll
⊖		✕ CIEP 0026 - Academic English Skills ⋯	6	Eligible to Enroll

Course added without Academic Requirement

Credit

Status
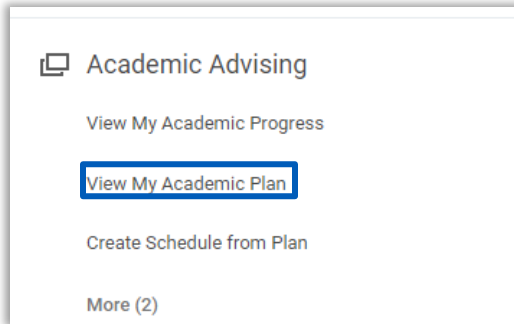
14. Click **OK**.

15. Click **Done**.

NEXT: You may update your academic plan or request plan approval from your Advisor.

Workday Student
Quick Reference Guide

NWACC
NORTHWEST ARKANSAS COMMUNITY COLLEGE

workday.

Updated as of 12/19/2022   3

Update Academic Plan

 Academics

1. Navigate to the **Academics** application.

2. Scroll down to Academic Advising section and select **View My Academic Plan**.

Academic Advising

View My Academic Progress

View My Academic Plan

Create Schedule from Plan

More (2)

3. Click **Update Plan**.

4. Follow steps 7-10 above to update your academic plan.

5. Click **OK**.

6. Click **Done**.

Request Academic Plan Approval

1. Navigate to your **Profile** by clicking your photo or person icon in the upper right-hand corner and select **View Profile**.

2. Click the **Academics** tab.

3. Click the **Plan** sub-tab.

4. Review your plan.

5. Click Request Plan Approval.

Request Plan Approval
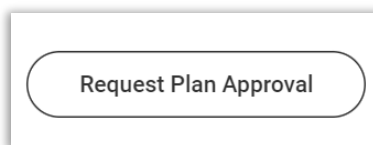
6. Select the parts of the plan you want to be reviewed and approved by your advisor. For the entire plan, select **Entire Academic Plan**.


Request Plan Approval for:

○ Select Entire Academic Plan
○ Select Specific Academic Periods
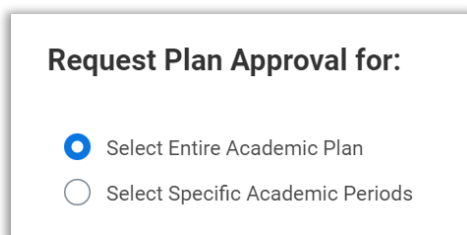
For a specific semester, click **Select Specific Academic Periods**, then select an academic period.

7. Click **OK**.

8. Review the **Academic Plan** you selected.

9. Click **Submit**.

10. When your Advisor approves, you will be able to check on the approval through the **Plan** tab in the **Academics** section on your profile.

11. Click the drop-down next to **Plans Submitted for Approval**.
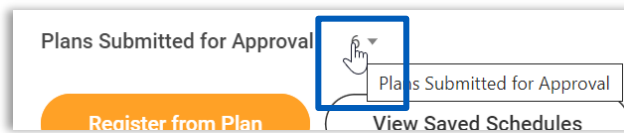
12. Review the most recently submitted record to check the approval status.

Academic Plan	Plan Date	Periods Included in Plan Approval	Approval Status
View Academic Plan	02/20/2023 09:21:58 AM GMT-06:00 Central Time (Chicago)	Fall 2023 Fall 2024 Spring 2024 Spring 2025	Successfully Completed
View Academic Plan	02/27/2023 02:37:06 PM GMT-06:00 Central Time (Chicago)	Fall 2023 Fall 2024 Spring 2024 Spring 2025	In Progress
View Academic Plan	03/01/2023 11:40:58 AM GMT-06:00 Central Time (Chicago)	Fall 2023	In Progress

6 items