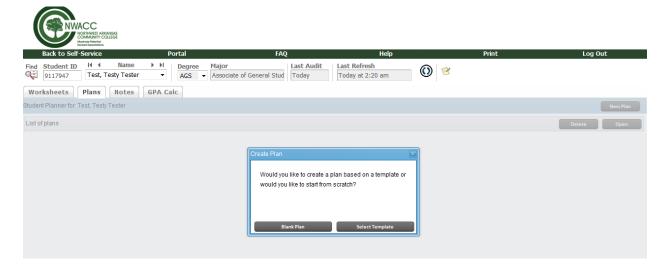
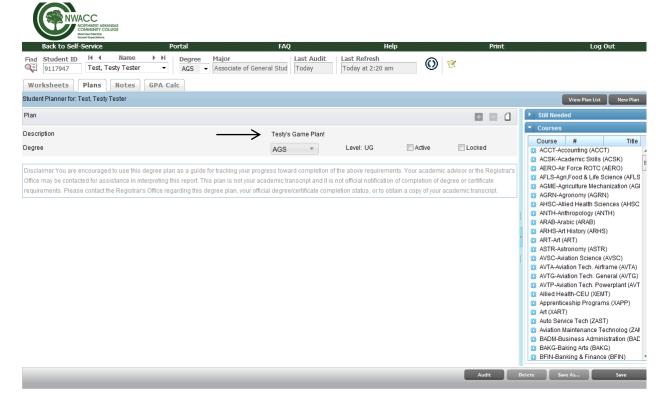
Use the planning tool to lay out the courses a student still needs by semester to graduation.

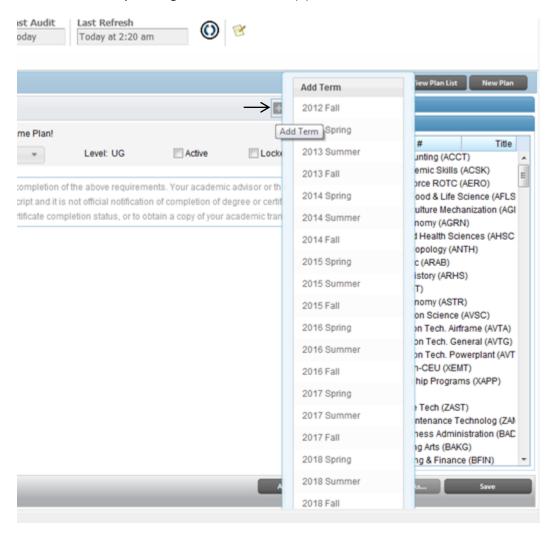
Select the Plans Tab. You will see a pop-up prompting you to select Blank Plan or Select Template:



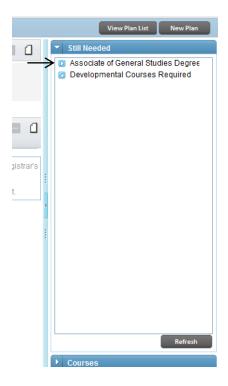
Each plan will require a description which you can enter here:



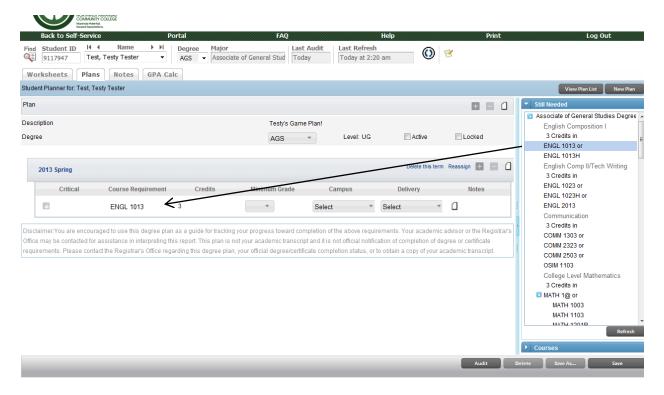
Select Semester by clicking the Add Term icon (+) as shown here:



Next you will select the Degree Requirement from the Still Needed drop-down to expand course requirements:



Click on the class you want to add to plan and drag/drop it to the Semester you are building:

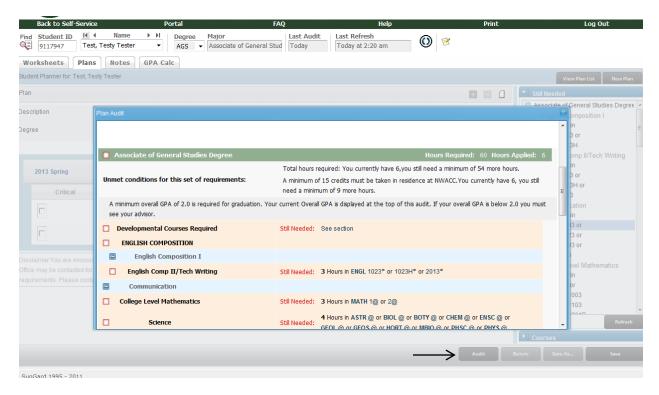


Repeat the drag/drop process to build out each term accounting for pre-requisites.

Last Updated: 9/19/12

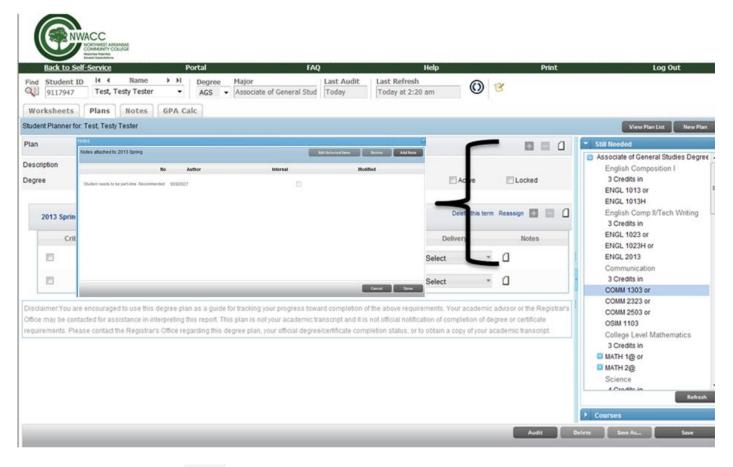
How to Create a Plan

Once the plan is complete, you can select the Audit function which will reflect the planned courses designated with the icon.



How to Create a Plan

Notes can be entered in three different locations: by plan, semester, and/or course. By selecting the icon, you can review previously entered notes and/or enter your own.

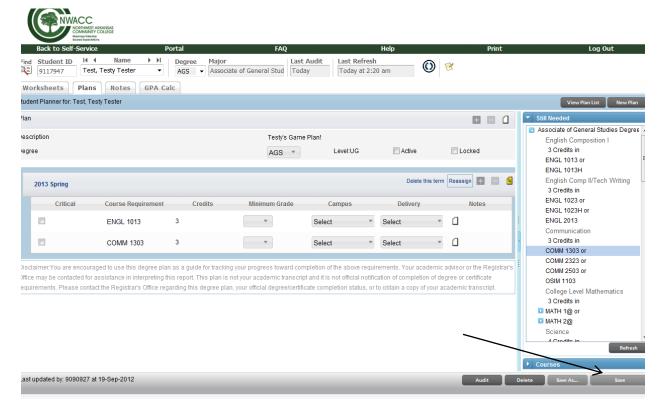


An advisor can select Active to designate a plan as the current plan for the student to follow. Students can have more than one plan built but should only have one active plan at a time.

A plan can also be Locked Locked to prevent changes from being made.



Remember to select Save when changes are complete:



The next time you access the Plan tab under the student's record, the plan(s) will be shown in a list format. (Highlight the plan and select open to review/change.)

