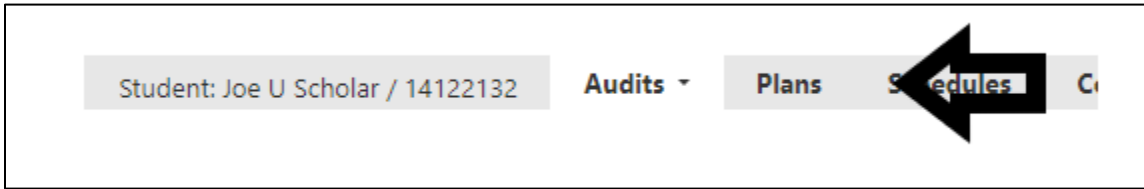


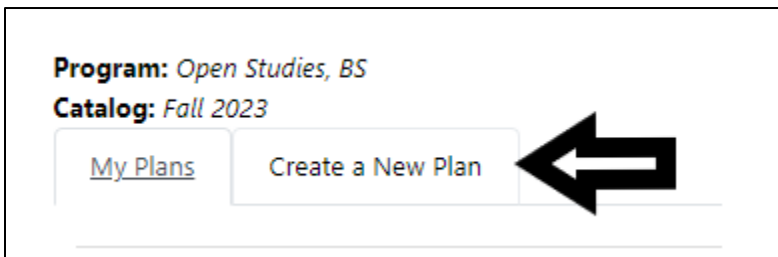
## Creating a Plan

### Starting Your Plan

After you've logged in, start by clicking on *Plans*.



Next, click on *Create a New Plan*.



On the next screen, enter a *Plan Name*. Make edits to the semester and year the plan will begin and the years to graduation, if needed. It is best to begin your plan with the next semester – so do not include your current courses. Those courses will appear as In Progress on your degree audit. Then, click on *Add Plan*. It might take several minutes to load to the next step.

### Enter Plan Information Here:

**Program:** *Open Studies, BS* effective: *Fall 2023*  
[Select a different program](#)

**Plan Name:**

**Term:**

**Year:**

**Years To Graduation:**

## Adding Courses

From here, you are ready to plan.

The screenshot shows the 'Plan Builder' interface. At the top, there are three steps: Step 1: Click or tap a course to view more details about that course. Step 2: Drag course into appropriate Term on your Plan. Step 3: Use the "check" Plan button to check your Plan against the audit to ensure requirements are fulfilled as needed.

The left side shows a degree audit for 'Audit: BS 0208'. It includes a plus icon, program details (BS 0208, Effective: Fall 2023), and a note: 'No Term by Term Roadmap is available for this program.' Below this is a '2023-2024 Catalog' section with classification and advisor information. At the bottom, it says 'Holds: 0093-Academic Warning'.

The right side shows the 'Plan: Joe S. Fall 2024 Plan'. It has a toolbar with PDF, share, list, calendar, chat, check, and minus icons. Below the toolbar is the 'Graduation Goal GPA: Projected Cumulative GPA' section with 'Expand All / Collapse All' links. The plan builder shows a list of semesters: Fall 2024, Spring 2025, Summer 2025, and Fall 2025.

You'll see your degree audit on the left-hand side, and the plan builder on the right. There are three ways to add courses to your plan.

This close-up shows the 'Expand All / Collapse All' link in the degree audit. A green box highlights 'ENG 101' and a blue box highlights 'Fall 2024'. A blue box also highlights 'Spring 2025' in the plan builder. This illustrates the 'Drop and drag' method.

**Drop and drag.** Select a course from your degree audit and drag it to a semester on the plan builder.

This close-up shows the 'Fall 2024' semester in the plan builder. It has 'Add Course' and 'Add Message' buttons. Below, the course 'ENG 101 (4 Credits)' is listed with the title 'Foundations of Writing & Rhetoric' and a 'PL' (Planned Course) status.

After dropping the course into your plan, it will show as a Planned Course.

**Type in course information.** Within the term you are planning, click on *Add Course*. Enter the department abbreviation and the course number, ex. COMM 102, and click Ok. Once added, it will show as a Planned Course.

**Adding from Degree Audit.** You can also add courses directly from your degree audit. Click on a course on your degree audit, and you'll see the course details. Select the term you'd like to plan, and click on Add Course.

### Checking Your Progress

Continue to add courses to your plan. As you are adding course to your plan, you can check your progress by selecting the check box at the top of your plan. After you select the check box, it might take some time to load.

After completing this step, you will see Planned Courses on your degree audit. Planned Courses are listed as PL with a calendar symbol, and the term you planned them. See the example below.