



**ADVISOR &
FACULTY
INSTRUCTIONS:
PLANS**

BACKGROUND INFORMATION

Plans allows creation of a long-term plan for degree completion and verifies that courses used will fulfill degree requirements.

- If a student changes their major and/or concentration, their plan will be deleted and a new plan will need to be created.
- **GPA Calculator** and **Term Calculator** are helpful GPA projection tools.

PLANS FEATURES

- There are different Plans views available for you to use. The **Notes** view allows you to view advising notes for each term. Notes can be added to either the entire plan, the term or the requirement.

Worksheets | Planner | Plans | Notes | Petitions | Exceptions | GPA Calc | Admin

Student Planner for [redacted] View: **Notes** | View Plan List | New Plan

FINC Active: Yes
Degree: Bachelor of Business Administration <Fall 2016 Status: LOCKED
Level: Undergraduate Semester Tracking Status: Not Tracked

Hide all notes

Not Tracked Summer 2015, Total Credits: 3.0
Wants to focus only on this class. Needs for HCOB acceptance for FA15. Apply by Apr 15 for FA15.
2016-10-19 00:00:00

Tracking	Critical	Course Requirement	Minimum Grade	Credits	Notes
---		ACCT 2101		3.0	

Not Tracked Fall 2015, Total Credits: 11.0
PHSC1011/any Area D lab science. ACCT2102 completes seq. INQR-completes Area B. Added WELL act for full time. Student concerned about load for fall so limited. Did not do sci but added HUMN2001 - short hr - disc but stayed at 11. Apply by Nov 15 for SP16.
2016-10-19 00:00:00

- The **Calendar** view is a more compact view of your courses, term by term.

Worksheets | Planner | Plans | Notes | Petitions | Exceptions | GPA Calc | Admin

Student Planner for [redacted] View: **Calendar** | View Plan List | New Plan

FINC Active: Yes
Degree: Bachelor of Business Administration <Fall 2016 Status: LOCKED
Level: Undergraduate Semester Tracking Status: Not Tracked

Academic Year 2015 - 2016

Not Tracked	Summer 2015, Total Credits: 3.0	Not Tracked	Fall 2015, Total Credits: 11.0	Not Tracked	Spring 2016, Total Credits: 30.0
---	ACCT 2101 3.0	---	HUMN 2001 3.0	---	HUMN 2002 3.0
		---	ACCT 2102 3.0	---	ASTR 1000 4.0
		---	INQR 1000 1.0	---	EOLS 1101 3.0
		---	MGMT 2106 (Term Equity) 3.0	---	ECON 2106 3.0
		---	WELL 1506 1.0	---	FINC 3400 3.0
				---	PHSC 1011 4.0
				---	BIOL 1101 4.0
				---	BIOL 1102 4.0
				---	WELL 1000 2.0

- The **Audit** view is the default view if a student already has a plan. Here you can see the student's plan alongside the student's audit.







The screenshot displays the Student Planner interface. At the top, navigation tabs include Worksheets, Planner, Plans, Notes, Petitions, Exceptions, GPA Calc, and Admin. The 'View: Audit' button is highlighted with a red box. The main content area is divided into two sections. The left section, titled 'New Planner Worksheet', shows student information (ID, Degree: Bachelor of Business Administration <Fall 2018, College: Hull College of Business, Major: Accounting, Minor:), academic standing (Overall GPA: 3.52, Institutional GPA, Transfer GPA, Regents GPA), and degree progress (94%). Below this is a legend for completion status and a list of requirements for the Bachelor of Business Administration, such as 'Minimum of 120 credits, excluding Wellness, for degree' and 'Legislative Proficiencies'. The right section, titled 'Academic Year 2015 - 2016', shows a table of course tracking for Summer 2015, Fall 2015, and Spring 2016. The bottom of the screen shows 'Last updated by' and buttons for 'Refresh Audit', 'Audit', 'Print', and 'Save'.








- The **Edit** view is the default view if a student does not yet have a plan. Here you can only see the plan. Here you can edit and add to the plan. After changes have been made, click the **Audit** button at the bottom of the screen to see the new audit.

The screenshot displays the Student Planner interface in Edit view. At the top, navigation tabs include Worksheets, Planner, Plans, Notes, Petitions, Exceptions, GPA Calc, and Admin. The 'View: Edit' button is highlighted with a red box. The main content area shows a list of course requirements for a Bachelor of Business Administration. The table includes columns for Tracking, Critical, Course Requirement, Credits, and Minimum Grade. The requirements listed are ACCT 3311, MKTG 3700, MATH 3210, HUMN 2002, MGMT 3500, FINC 4950, FINC 4421, and ACCT 3321. The bottom of the screen shows 'Last updated by' and buttons for 'Create', 'Back', 'Audit', 'Print', 'Delete', 'Save As...', and 'Save'.

- Tracking is a feature to help make sure a student is “on-track” for their degree. Tracking consists of tracking the entire plan, the individual terms and the requirements. Only critical requirements will be tracked. The following will be considered:
 - On track – a requirement was taken in the term in which it was tracked
 - Off track – a requirement was not taken
 - Warning – a requirement was taken in a later term

Academic Year 2016 - 2017

 Off-Track	Fall 2016, Total Credits: 15.0	
 On-Track	<u>ENGL 1101</u>	3.0
 Off-Track *	<u>HIST 2111</u>	3.0
 Warning	<u>COMS 1100</u>	3.0
 On-Track	MATH 1111 or MATH 1001	3.0
 Warning	@ @ FLED	3.0


 Off-Track	Spring 2017, Total Credits: 15.0	
 On-Track	<u>HIST 2112</u>	3.0
 On-Track	<u>ENGL 1102</u>	3.0
 Warning	<u>POLS 1101</u>	3.0
 Warning	<u>WELL 1000</u>	2.0
 On-Track	<u>INQR 1000</u>	1.0
 Warning	@ @ FLED	3.0

INSTRUCTIONS

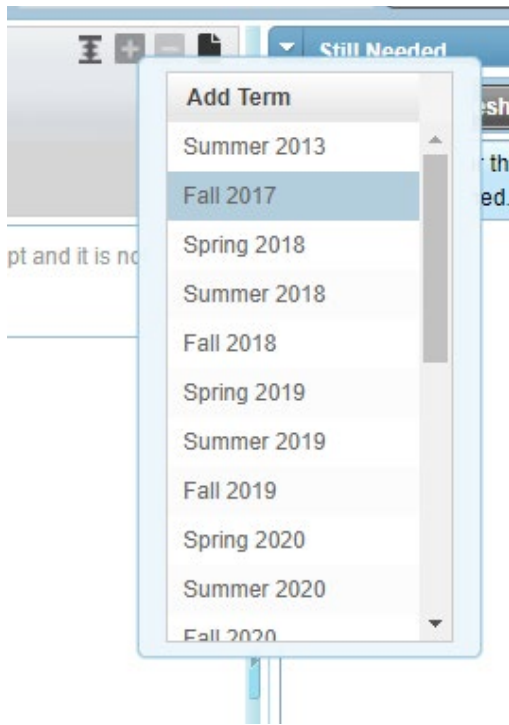
1. To create a plan, input a plan name into the **Description** box.

Description: Active Locked
Degree: Bachelor of Business Administration <Fall 2018 Level: Undergraduate Semester
Tracking Status: Not Tracked

2. Click the “+” in the top plan bar to create a new term (semester).

Description: Active Locked 
Degree: Bachelor of Business Administration <Fall 2018 Level: Undergraduate Semester
Tracking Status: Not Tracked

3. Select term from the dropdown list.

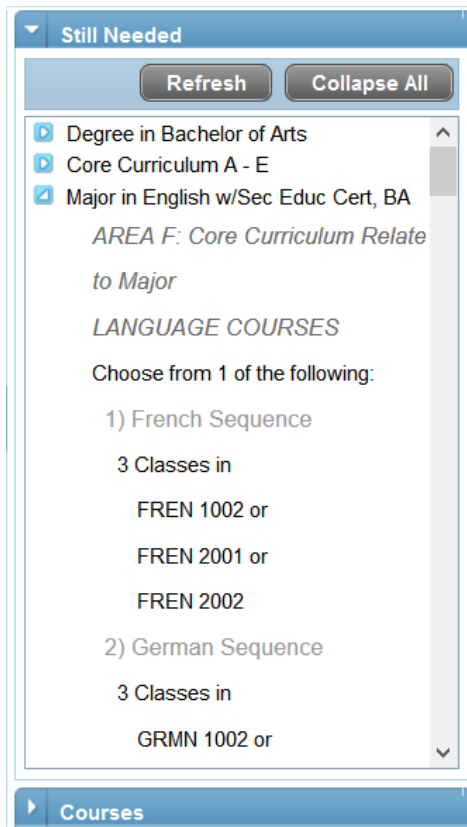


4. When editing a plan, there are multiple ways to add requirements:

- click the “+” on the term bar and input the name of the course into the **Course Requirement** block or click the magnifying glass to search for course options



- drag a course from the sidebar dropdown list into the requirement block

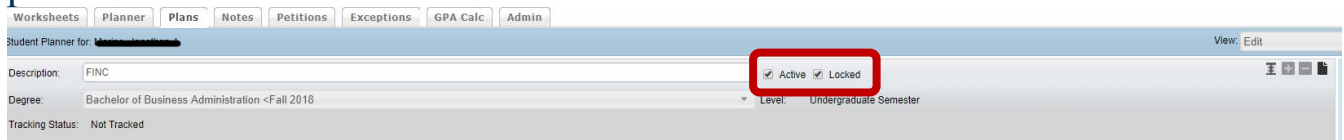


5. You can add two types of requirements:

- Course requirement: used to add one course at a time
- Choice requirement: used to add multiple courses

PLANS TIPS & TRICKS

- Make sure the Active and Locked boxes are checked before saving a student's plan.



- Terms should be added to the plan as the student matriculates. Do not create multiple plans unless the student changes degree or major.
- You can add unlimited terms and unlimited requirements.
- A minimum grade can be entered for each requirement.



- Requirements can be marked as **Critical** to be tracked for the student.



CONTACT

If you have any additional questions, please contact our office at jagtrax@augusta.edu.