Choose the "Plans" tab.

Find Student ID	14 4	lame	▶ ▶I De	egree Major	Leve	el Class	Campus	Last Audit	Last Refresh	
🔍 🛛 Bulldog, J	loe	7	В	S Business Ac	Iministration UG		М	09/20/2018	Today at 6:22 am	
Worksheets		Plans	Notes		GPA Cal					
Worksheets	> Format:		V	Source DDE	Drocoss Nou	🖌 Include in	-progress classes	Class Summar		
History	Student	View	V	Jave as PDF	Process nev	Include pr	reregistered classes	Class Sullilla	у.	

*Note if the student already has a plan the following screen will display. In order to create a New Plan from this screen, click "New Plan" in the right hand corner.

Student Planner for:)						Wew: Select	New Plan
List of plans							Delete
Description:	Active	© Modified	¢ Who	Degree:	Contract	\$tatus:	¢
BUAD wSBM Cert Grad Plan	N	10/20/2016		BS	UG	NOT LOCKED	
EDP	Y	08/11/2017		BS	UG	NOT LOCKED	

If the student does not have a previous plan, the following screen will display.

Worksheets	Plans Notes GPA Calc					
Student Planner for				Vew Edit	Visw Plan List Now Plan	
Description:			Ca This field may not be empty or contain X only spaces.	IDDA	Still Needed Refresh Collapse All	
Degree:	MS Career & Tech Education - MTE	*)	evel: Graduate		Degree in Master of Science in Career &	
Tracking Status:	hadway Subur. Not displayed, pilen is not active					
Disclaimer:You are	encouraged to use this degree plan as a guide for tracking your progres	ess toward completion of the above requirements. Your academic advisor or the Registra's Office may be cont	acted for assistance in interpreting this report.	This plan is not your academic transcript and it is not official notification of completion of degree or		
certificate requirem	ents. Please contact the Registrar's Office regarding this degree plan, y	your official degree/certificate completion status, or to obtain a copy of your academic transcript.				
				(777) (Courses	
-				A.BE	11.31	

Steps to finish creating the plan

- 1. Type a "Description" for the plan. *This is the name of the plan and should reflect the degree(s) included and the academic/catalog year.* (Please be as detailed as possible and avoid naming conventions such as Plan A, Plan B, etc.)
- 2. Select the "Active" box, to make the new plan active.
- **3.** Select Degree Type from Degree Drop down list (**Note:** Only applicable to students that have declared multiple degree types i.e. CERT, AAS, BS etc.)
- 4. Click "Save" in the bottom right hand corner.
- 5. Identify the terms until graduation by using the "Add term" (+) button.

