Academic Planner Instructions

Instructions on how to build your academic plan

Click on the Academics Tab, and then Academic Planner on the left side of the page.

Click on Start New Plan (after reading the notes on that starter page).

You will get this information page:

The information will pre-populate with the Major 1 and Major 2 and/or Minor 1 and Minor 2 that are in our system. Concentrations in Business Administration or English that are in our system will also pre-populate. Feel free to adjust this information to make it accurate. Just beware … this DOES NOT change your major in our system. You will need to fill out a change of major form for that. If you have a 3rd major or minor, you can still populate those courses, you just won't have a degree audit to check from in academic planner.

If you are working on a pre-professional program, there are now audits available for those – select up to two under the concentration areas.

Be sure to enter the session and year when you started at Augustana. If you leave the year blank you will get an error.

You must also name your plan. Anything you want … BSAD PSYC would work for the plan above. If you plan to test the waters with a few scenarios, name them so you can later determine which to send to your advisor for approval.

Once you have named your plan, click Save Options.

This will open your degree audit and your plan.

If you click on the Other Credits box to expand, you should see previous course work (if you have any)

AP credits look like this:

Transfer credits look like this:

Other Credits
Exam (10)
BIOL 110 (BIOL 110) (4)
HIST 120 (HIST 120) (3)
HIST 121 (HIST 121) (3)

Other Credits
Transfer (50)
null (LAN 215) (25)
AREA 11X (AREA 11X) (0)
AREA 13AX (AREA 13AX) (0)
AREA 21BQ (ENG 3010) (4)
AREA 35AL (ENG 1210) (4)
AREA 36Q (ANTH 1160) (4)
CLAS 205 (LAN 299) (3)
CLAS 206 (LAN 299) (3)
COMM 110 (CTH 101) (3)

Expand all academic years you have been here. Once you view the past years, you can collapse those for spacing purposes. Here is what the current year would look like:

2012-2013 Academic Year   click to collapse

Fall 2012 (16)	Interim 2013 (4)	Spring 2013 (14)	Summer 2013 (0)
CR CHEM 202 4	CR CHEM 222 4	IP CHEM 242 4	
CR MUSI 095 1		IP ENGL 200 3	
CR MUSI 162 1		IP MUSI 095 1	
CR PHYS 221 4		IP MUSI 162 1	
CR PSYC 125 3		IP PE 118 1	
CR RELI 110 3		IP PHYS 222 4	

2013-2014 Academic Year   click to collapse

You will notice the CR for the courses that are complete, and the IP for those that are in progress.

You will now want to expand the future years you will be here and populate them with the courses you hope to take.

You will populate in one of two ways. If you want to open your Degree Audit and add classes needed that way, just click to expand the General Education, and click on the + signs until you are at the course level. Click and drag on the course you want to add and drop it in a green highlighted term when you want to take it.

Once you have the course planned, that area will have a yellow triangle. If it is a course you have taken already, there will be a green check mark.

Plan Options   click to expand
Select Courses by:

| Requirements | Courses | Search | Grades |

GPA 0.000

✗ **GENERAL EDUCATION**   click to collapse
REQMT

   0 required hrs/0 hrs earned/38 hrs planned

   GPA
✗ ⊞ AREA 1
✗ ⊞ AREA 2
✗ ⊟ AREA 3
✗   ⊟ Area 3.1A (Early Period)
            (At least 0 credit hours) (At least 1 course
✗   ART 112
            Art Hist I:Prehist-Renaiss
✗   ENGL 225
            World Literature I

Your other option is to click on Courses (Right side of the page, next to Requirements). This allows you to search for a particular course you might want to take.

Once you have planned all of the required courses for your major or for the general education, that part of the audit will have a check beside it:

You will know that you have in your plan all of the required courses for that part of your requirements.

It is important that you watch the bottom of the screen for Holds/Warnings. If you add in your planner to take a course before having planned the pre-requisite, this is where you will learn that information.

You can also leave notes to your advisor in the Comments section. Click on Comments and type in what you want to say.

When populating courses, if you see a requirement that has *** with it, you will need to go to "Courses" tab to select a specific course that fits that criteria. For example, Area 4.2 of the General Education requires that you take a 200-level Religion course. In the audit it is written to take RELI 2****. This allows the degree audit to pick up all 200-level Religion courses. You will need to jump over to the Courses tab to pick the specific RELI 200-level course you want to take. Once you plan that course and go back to the Requirements tab, you'll see that requirement in the General education will be checked as planned.