

myBLUEprint Responsive Dashboard
Student Information Support Systems

Questions? Contact...

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I. WORKSHEETS

Search Students:

You can search a student by typing in the student's 900 or 999 number in the Student ID box and then clicking on the Search icon. You can click on "Advanced Search" for additional Search options.

Student ID



[Advanced search](#)

Advanced Search allows you to enter a specific student ID number, first name or last name. You can also select additional criteria: Degree, Student Level (undergraduate, graduate), Classification (freshman, sophomore, junior, or senior), Catalog Year, Major, Minor, College, Concentration, Program, or Student Type. For example, you may want to search all BA Psychology students that have a classification of senior. The search will produce up to 500 students. You may check the box next to "Id" to select or deselect the entire list of students. You may also select individual students by checking the box by the student's name.

Find Students



Student ID

First name

Last name

Curriculum



Degree



Level
Graduate



Classification



Catalog year



Degree source



Major (0/281)



Minor (0/65)



College (0/11)



Concentration (0/131)



Program (0/471)



Student type (0/8)



There are also “Custom” search items that are specific to Purdue Fort Wayne. These include Academic Standing, Degree Application Status, Sport, Student Attribute (for Honors program), Primary Advisor, Alternate Advisor, and Faculty Advisor. Advisors will only appear in the drop-down menu if they have specifically requested (through SIS Business Analysts) that their name be added.

Custom ^

Academic Standing (0/6) v

Degree Application Status (0/3) ✓

Sport (0/18) v

Student Attribute (0/3) v

Primary Advisor (0/18) v

Alternate Advisor (0/18) v

Faculty Advisor (0/1) v

Header Information:

The Header contains the following student information: Level, Classification, Majors, Minors (if applicable), Program, College, Concentrations (if applicable), On Time Graduation Date, Academic Standing, Advisors, and Graduation Application Status. Catalog Term and GPA, which were located in the Header in the previous version, are now found in different locations.

Student ID
[Redacted]

Name
[Redacted]

Degree
BS Bachelor of Science

[Advanced search](#)

Level Undergraduate
 Classification Junior
 Major Mathematics
 Minors Biology, Computer Science
 Program Mathematics BS (COAS)
College Arts and Sciences
On Time Graduation Date 2024-05-31
Academic Standing Good Standing
Advisor Beomjin Kim, Peter Dragnev
Graduation Application None

Double Degree Information:

Click on the arrow beside the degree to open a window showing a student’s second degree, if applicable.

Degree
BSED Bachelor of Science i...

BSED Bachelor of Science in Education
BS Bachelor of Science

Process Button & Overall GPA:

It is important to hit “Process” each time you review a student audit. This will bring programming changes into the Worksheet and will also bring new Banner information (such as new course registrations, placement test scores, major changes, new advisor assignments, etc.). Overall GPA is now located under “Degree Progress” instead of in the student header.

Format Views:

There are three Format views for the Worksheet. They include the Student View, the Graduation Checklist, and the Registration Checklist. Hit the “Process” button after selecting an option to maneuver between views. The Student View is the default and is the standard view.

Student View – Complete Worksheet containing all course information

Graduation Checklist – Abbreviated Worksheet View, eliminates course titles, credit hours and terms, presents electives and other courses in a more compact way

Registration Checklist – Abbreviated Worksheet View, focuses on Still Needed courses with limited information for already completed courses

In Progress and Preregistered Class Options:

Advisors may view a student’s Worksheet with or without In-progress and Preregistered courses. The default is to include both In-progress and Preregistered courses. After unchecking boxes as desired, click the “Process” button to change the status of In-progress or Preregistered courses on the Worksheet.

Blocks of Curriculum Information:

The Worksheet is comprised of blocks of curriculum information relevant to the student. Each student record will start with a Degree Block (BA, BS, BSME, BGS, etc). Additional blocks in the Worksheet will be based on the student's declared curriculum in Banner (majors, minors, concentrations, etc.). Blocks of information will contain degree requirements and advice information. Some important information to look for in curriculum blocks is as follows:

1. Type of block (Degree, Major, General Education, Minor, Concentration, Student Information, etc.)
2. Completion status – Each block will show as Complete or Incomplete. All blocks displaying on the audit will be checked for completion during graduation processing.
3. Credits required in the block
4. Credits applied to the block
5. Student's catalog year (**As noted, this is no longer included in the header information.**)
6. GPA in the block
7. Required courses and their completion status (complete, incomplete, in progress)
8. Residency and/or GPA requirements

The screenshot shows a student's curriculum audit for a 'Major in Mathematics'. The header information includes: 'Major in Mathematics' (circled in red), 'INCOMPLETE' (circled in red), 'Credits required: 57' (circled in red), 'Credits applied: 26' (circled in red), 'Catalog year: Fall 2020' (circled in red), and 'GPA: 4.00' (circled in red). Below the header is a table with columns: Course, Title, Grade, Credits, and Term. The table lists several requirements, including '57 Credits Required', 'Major Residency - 15 Credits Upper Level in MA, STAT', 'A minimum GPA of 2.0 is required for all courses in the major', 'Student Success Seminar', and 'MATHEMATICS CORE COURSES - 45-46 CREDITS'. The 'Student Success Seminar' row is circled in red. The 'MATHEMATICS CORE COURSES' section lists two courses: 'Analytc Geomtry & Calc I' (MA 16500) and 'Analytc Geom & Calc II' (MA 16600). The 'Analytc Geom & Calc II' row is circled in red. Callouts point to various parts of the worksheet: 1. Block Type (Major block) points to the header; 2. Block Completion Status points to 'INCOMPLETE'; 3, 4, 5 & 6. Credits required, applied, Catalog Year, and block GPA points to the header information; 7. Courses requirements and their completion status points to the table; 8. Residency and/or GPA Requirements points to the 'Major Residency' row.

1. Block Type (Major block)

2. Block Completion Status

3, 4, 5 & 6. Credits required, applied, Catalog Year, and block GPA

Major in Mathematics INCOMPLETE

Credits required: 57 Credits applied: 26 Catalog year: Fall 2020 GPA: 4.00

Course	Title	Grade	Credits	Term
57 Credits Required	Still needed: 57 credits are required. You currently have 26, you still need 31 more credits.			
Major Residency - 15 Credits Upper Level in MA, STAT	Still needed: A minimum of 15 major credits at the 300+ level are required at PFW or another campus of Purdue University. You have 0 credits completed or in progress and need 15 more credits.			
A minimum GPA of 2.0 is required for all courses in the major				
Student Success Seminar	Still needed: 1 Credit in MA 19000 with dash.worksheet.rule.course.advice.with.title= @ Success Seminar			
MATHEMATICS CORE COURSES - 45-46 CREDITS				
Anlytc Geomtry & Calc I	MA 16500	A	4	Fall 2019
Anlytc Geom & Calc II	MA 16600	IP	(4)	Fall 2020

7. Courses requirements and their completion status

8. Residency and/or GPA Requirements

Completion Status:

COMPLETE items will appear with a green circle with a check mark.

NOT COMPLETE items will appear with a red circle.

IN PROGRESS items will appear with blue, half-filled circle.

Fall Through Blocks:

Advisors should pay attention to the Fall Through blocks. Fall Through blocks divide elective credits into those that are currently counting toward the degree (as part of the 120 credits required) and those that are currently not counting toward the degree (excess or overflow electives). The elective numbers can fluctuate based upon whether courses are double-counting in other blocks in the degree audit. You may see two blocks:

Fall Through - credits included

Fall Through - credits excluded

Credits in “Fall Through – credits excluded” may be used toward the degree if needed. These credits are labeled “excluded” because the student has maxed out on free electives with the credits appearing in “Fall Through – credits included.”

“Fall Through – credits included” are determined eligible for Financial Aid for Course Program of Study. “Fall Through – credits excluded” are not eligible for Financial Aid for Course Program of Study. The Fall Through blocks will only appear if there are courses that fit into these categories.

Some majors display electives as part of the Major block instead of letting these courses fall into “Fall Through – credits included.” Electives are often included in the major block when there is a fixed number of electives that does not fluctuate.

Fall Through - credits included

Credits applied: 32 Classes applied: 11

Course	Title	Grade	Credits	Term	Repeated
EDU 20000	Examining Self As Teacher	TR	3	Fall 2019	
Satisfied by: EDUC101 - Introduction to Teaching - Ivy Tech Cmty College					
EDU 20002	Using Cmptrs In Educ	TR	2	Fall 2019	
Satisfied by: EDUC201 - Technology in Education - Ivy Tech Cmty College					
EDU 25000	Educational Psychology	TR	3	Fall 2019	

Fall Through - credits excluded

Credits applied: 19 Classes applied: 7

Course	Title	Grade	Credits	Term	Repeated
BIOL 10001	Intro Biol World Lab	TR	1	Fall 2020	
Satisfied by: BIOL101 - Introductory Biology - Ivy Tech Cmty College					
EDU 30100	Laboratory/Field Experience	S	0	Spring 2020	
EDU 40100	Laboratory/Field Experience	S	0	Fall 2020	
EDU 40100	Laboratory/Field Experience	S	0	Spring 2021	

Not Counted Block:

Not counted courses may not be used toward graduation. These could include remedial or overlapping content courses as designated in the catalog.

Not Counted

Credits applied: 7 Classes applied: 2

Course	Title	Reason	Grade	Credits	Term	Repeated
CHM 11100	General Chemistry	Maximum classes exceeded	TR	3	Fall 2019	
Satisfied by: AP2525-3 - AP: Chemistry - Advanced Placement Program						
MA 22700	Calculus For Tech I	Maximum number of classes exceeded	TR	4	Fall 2020	
Satisfied by: AP6666-3 - AP: Calculus AB - Advanced Placement Program						

Insufficient Block:

The insufficient block includes courses that have been failed, repeated, or withdrawn and are not counting toward the student's degree requirements.

Insufficient

Credits applied: 0 Classes applied: 5

Course	Title	Grade	Credits	Term	Repeated
ANTH 10501	Culture And Society	F	0	Spring 2021	
CHM 12000	Chemistry And Art	F	0	Spring 2021	
MUSC 10101	Music For The Listener	W	0	Spring 2021	
REL 30200	Christianity	F	0	Spring 2021	
SPAN 20301	Second Year Spanish I	W	0	Fall 2020	

In Progress & Pre-Registered Blocks:

In progress and Preregistered courses are included by semester and in alphabetical order. The block may include In Progress, Pre-Registered, or both depending upon what is applicable to the student.

In-progress and Preregistered

Credits applied: 20 Classes applied: 6

Course	Title	Grade	Credits	Term	Repeated
CHM 11600	General Chemistry	IP	(4)	Summer 2021	
BIOL 21900	Prin Of Funct Biol	IP	(4)	Fall 2021	
CS 26000	Data Structures	IP	(3)	Fall 2021	
ENGL 20201	Literary Interpretation	IP	(3)	Fall 2021	
MA 35100	Elem Linear Algebra	IP	(3)	Fall 2021	
MA 36300	Differential Equations	IP	(3)	Fall 2021	

Notes Block:

The notes block includes all notes entered by advisors or other PFW staff with system access.

Notes

Status	Description	Created on
	Applied for student teaching via phone meeting for Spring 2021. Gave him info on the student teaching stipend.	03/17/2020
	Waived field experience for EDU 20000.	08/23/2019

Legend:

A legend is present at the bottom of the Worksheet explaining the Worksheet symbols. **New in this upgrade:** Repeated courses are now designated with an (R).

Legend			
	Complete		Not complete
	Complete (with classes in-progress)		Nearly complete - see advisor
	Prerequisite	@	Any course number
(R)	Repeated class		

	Upper Level Requirement	CHM 25400	Organ Chem Lab	B-	1	Fall 2018	
		CHM 25600	Organic Chemistry	B	3	Fall 2020	(R)

Wildcard symbol:

The @ symbol is a wildcard symbol representing any course number. The @ symbol may appear with a prefix, or you may see @ @ which represents a free elective.

Still needed: 1 Credit in HONR @ or @ @ with section = @H

*Take any course with the HONR prefix

Expand/Contract Blocks:

You may expand and contract any block with the arrow icon.

COAS BS Liberal Arts Requirements	INCOMPLETE	
Credits required: 12 Credits applied: 11 Catalog year: Fall 2020 GPA: 4.00		

Prerequisite Course Indicator:

Courses that require a prerequisite will have a clipboard icon next to them. Click on the course number to view the prerequisite course required.

	Intro to Mathematical Modeling	Still needed:	3 Credits in MA 31400	
	Elementary Linear Algebra	Still needed:	3 Credits in MA 35100	

Course Link and Course Information Window:

Clicking on a course will bring up a Course Information window. The Course Information window contains the course description, attribute, and course offering information. Courses offerings for future semesters will roll over from past semesters. Students should be advised that course offerings in future semesters are subject to change.

3 Credits in [ENGL 23301](#) 

Course Information

ENGL 23301 - Intermed Expository Writing

P: ENGL 13100 with a grade of C- or better. Instruction and practice in producing researched and documented texts appropriate for public and academic audiences. Emphasis on appropriate primary and secondary research methods, organization, writing style, and documentation.

Prerequisites:
ENGL 13100 (CC) with a minimum grade of C- or ENG W131 (CC) with a minimum grade of C- or ENGL 14000 (CC) with a minimum grade of C- or ENG W140 (CC) with a minimum grade of C-

Attributes:

Code	Description
------	-------------

Course Information

Sections:

Term	CRN	Section	Seats open	Meeting times
Fall 2020	12201	01	0 (out of 22)	M W F 10:00am - 10:50am
Fall 2020	12203	02	2 (out of 20)	M W F 11:00am - 11:50am
Fall 2020	12204	03	0 (out of 22)	M W F 01:30pm - 02:20pm
Fall 2020	12205	04	0 (out of 20)	M W 04:30pm - 05:45pm
Fall 2020	12206	05	0 (out of 21)	Tu Th 09:00am - 10:15am
Fall 2020	13507	06	0 (out of 22)	Tu Th 09:00am - 10:15am

What-If Tab/What If Analysis & Future Classes (formerly Look Ahead):

Academic **What-If**

The What If Analysis allows students and advisors to view alternate or additional major or minor options. For example, a student may want to view the requirements for a minor, a second major, or a different major. A student may also wish to view the catalog requirements under a newer catalog term. In consultation with an advisor, students are permitted to move to a newer catalog, but students may never move back to an older catalog term.

Select the desired criteria for the What If scenario in the Program and Areas of study boxes.

Program

Catalog year * Fall 2020	Program * Mathematics BS (COAS)	Level * Undergraduate
Degree * BS Bachelor of Science	College * Arts and Sciences	

Areas of study

Major * Mathematics	Concentration	Minor
------------------------	---------------	-------

Additional areas of study can be added to the “Additional areas of study” box. Please note that two different degree options cannot be added simultaneously (i.e., a combination of a BA degree and a BS degree cannot be added together). Because these are two distinct degrees, they would have to be run as two separate What If scenarios.

Additional areas of study

Degree * BS Bachelor of Science	College *	
Major	Concentration	Minor
Program		

CANCEL

ADD

Future Classes (Formerly Look Ahead)

Future classes (formerly Look Ahead) are now combined into the What If Tab. Future Classes may be added into the What If analysis, if desired, by entering the courses and numbers and selecting “Add.”

Future classes

ANTH 10500 X

STAT 30100 X

BIOL 11700 X

☒ In-progress classes ☒ Preregistered classes

When selections have been added, hit “Process” to see a Worksheet utilizing the What If criteria and future classes. Click on the “Academic” tab if you would like to return to the original Worksheet.

Future Classes Only (on current curriculum)

If you would like to add Future classes into the original curriculum, you may check the “Use current curriculum” box at the top of the What If Analysis. Checking this box will collapse the curriculum boxes and move the “Future classes” options to the top for easier use.

What-If Analysis

☒ Use current curriculum

Future classes

☒ In-progress classes ☒ Preregistered classes

View Historic Audit:

The “View Historic Audit” box will hold the past two audits for each degree that have been processed for the student. It does not matter who processed each audit (student or advisor), only the last two audits processed will be saved. The screenshot below shows audits for BSED and BS, since audits have been run for each of these degrees for the student.

View historic audit 	9/18/2020 at 9:23 AM UG/BSED
	8/19/2020 at 4:05 PM UG/BSED
	7/12/2019 at 9:57 AM UG/BS
	7/11/2019 at 3:31 PM UG/BS

Save Audit:

A Worksheet may be saved so that it will remain in Audit History regardless of whether two newer audits have been processed. From the Worksheets tab, select “Save audit.” Save the audit with a freeze type, such as “Frozen by Advisor.” The frozen audit will now remain in History.

Audit date 9/18/2020 10:17 AM

[Save audit](#) [Delete audit](#)

Bachelor of Science INCOMPLETE

Credits required: 120 Credits applied: 58 Catalog year: Fall 2020 GPA: 4.00

Save Audit

Freeze type
Frozen by Advisor (ADVISR) 

Description
Graduation Check

Save

Cancel

9/18/2020 at 10:17 AM UG/BS ADVISR Graduation Check
9/18/2020 at 9:39 AM UG/BS
9/18/2020 at 1:52 AM UG/BS
10/2/2019 at 12:29 AM UG/ND
9/11/2019 at 12:22 PM UG/ND

Print Icon:

The Print icon can be found in the upper right-hand corner of the Worksheet.



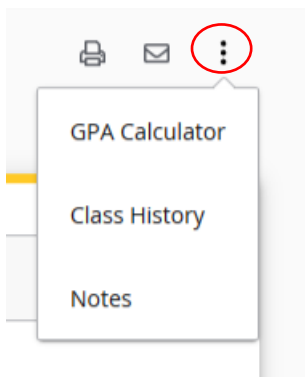
Contact Student Icon:

The Contact Student icon can be found in the upper right-hand corner of the Worksheet.



More Icon:

The More Menu in the upper right-hand corner includes the GPA calculator, Class History and Notes Functionality.



GPA Calculator:

There are three calculator options under the GPA Calculator option: Graduation Calculator, Term Calculator and Advice Calculator.

Graduation Calculator:

In the Graduation Calculator, a student's current GPA, Credits remaining, and Credits required will auto populate into the appropriate fields. The student or advisor can enter the desired GPA to determine if the goal GPA is attainable.

GPA Calculator

Graduation Calculator

Term Calculator

Advice Calculator

Current GPA *

3.51

Credits remaining *

54

Credits required *

120

Desired GPA *

3.7

Calculate

GPA Calculator

Graduation Calculator

Term Calculator

Advice Calculator

You need to average a 3.93 over your final 54 credits to graduate with your desired GPA.

Current GPA	3.51
Credits remaining	54
Credits required	120
Desired GPA	3.7

Recalculate

Term Calculator:

In the Term Calculator, the student's current GPA, credits earned so far, and current classes will automatically populate. Students will estimate grades in currently enrolled courses and select "Calculate." The Term Calculator will calculate the impact the anticipated grades would have on the cumulative GPA.

GPA Calculator

Graduation Calculator **Term Calculator** Advice Calculator

Current GPA *
3.51

Credits earned *
66

Add Course

Course *
HIST 10601

Credits *
3

Grade *
B- ▼

Course *
HIST 23200

Credits *
3

Grade *
A- ▼

Calculate

GPA Calculator

Graduation Calculator **Term Calculator** Advice Calculator

Calculated GPA

By achieving the grades listed here, your GPA at the end of the term will be 3.54

Current GPA
3.51

Credits earned
66

Course	Credits	Grade
HIST 10601	3	B-
HIST 23200	3	A-
MA 10200	3	A+

Recalculate

Advice Calculator:

In the Advice Calculator, a student's current GPA and credits earned to date will auto populate. Students can enter a desired GPA in the appropriate field. The system will provide scenarios for how the desired GPA might be achieved.

GPA Calculator

Graduation Calculator

Term Calculator

Advice Calculator

Current GPA *

3.51

Credits earned *

66

Desired GPA *

3.8

Calculate

GPA Calculator

Graduation Calculator

Term Calculator

Advice Calculator

To achieve your desired GPA, you need one of the following:

96 credits at 4.0 (A+) grade average

96 credits at 4.0 (A) grade average

Note: Results that would require you to take more than 150 credits have been omitted.

Current GPA	3.51
Credits earned	66
Desired GPA	3.8

Recalculate

Class History:

The Class History option in the More Menu provides a chronological list of courses taken with titles, grades, and credit hours.

Class History

Fall 2018

Course	Title	Grade	Credits
COM 11400	Fundament Of Speech	B+	3
ENGL 13100	Reading, Writing, & Inquiry I	B+	3

Fall 2019

Course	Title	Grade	Credits
BIOL 10000	Intro To Biol World	A	3
CS 16000	Intro To Comp Sci I	TR	4
Satisfied by: AP3232-4 - AP: Computer Sci Principles - Advanced Placement Program			
EDU 10100	Laboratory/Field Experience	S	0
EDU 20000	Examining Self As Teacher	A+	3
ENGR 1XXXX	Technical Graphics	TR	3

Notes:

Notes may be entered by an advisor and will appear at the bottom of a student's audit. You may elect to make your notes visible to the student or internal. To make a note internal, click on the box next to "Not available to student." You may choose a predefined note, or you may enter your own note. **It is extremely important to document notes pertaining to graduation.** Be sure to hit "Save Note" and then the "Process" button to see your note at the bottom of the audit on the Worksheets tab. You may also modify or delete your own notes.

Add a new note

Predefined notes

Add description

Campus referrals: Referred to tutoring.

☐ Not available to student

Save note

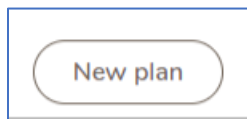
Cancel

II. PLANS TAB

WORKSHEETS **PLANS** ADMIN LINKS

Plans Templates and Blank Plans:

A student can be assigned a Plan Template or an advisor can create a plan from scratch. When viewing a student that does not have a plan, advisors select the “New plan” button to begin a plan.



Advisors will be prompted to either create a “Blank Plan” or “Select Template”

Create Plan

Would you like to create a plan based on a template or would you like to start from scratch?

Blank plan

Select template

If selecting a template, advisors will be asked to enter a starting term for the plan. The search templates box will allow advisors to search for the template they would like to assign to the student. You may type a word to search, or you may scroll through the plans with the scroll bar. You may only add a template to a student starting with a Fall term, since all template are designed beginning with Fall semesters. Spring admits can be assigned a template in a Fall semester, and then courses can be moved after the template is assigned to the student.

Create plan from template

Select starting term *
Fall 2020

Search templates

Description ↑	Level	College	Major	Degree	Term scheme	Who	Modified
Actuarial Science BSAS - Fa18-Sum19	UG	AS	ASCB	BSAS	FALL_4YR/8SEM	900060697	8/29/2019
Actuarial Science BSAS - Fa19-Sum20	UG	AS	ASCB	BSAS	FALL_4YR/8SEM	900060697	4/1/2020
Actuarial Science BSAS - Fa20-Current	UG	AS	ASCB	BSAS	FALL_4YR/8SEM	900060697	4/23/2020

Plan List: If a student already has one or more Plans, the Plans tab will open to a Plan List for the student. Any plans created by the student or advisor will appear in the Plans List. Click on the desired plan to open the plan. The status will show whether the plan has been locked by an advisor.

Plan List			
Description	Active	Modified ↓	Status
Plan - Math BS, BIOL and CS minors	Yes	9/10/2020	Not locked
Mechanical Engineering BSME - Fa20-Current	No	9/10/2020	Not locked

Plan Layout:

Plans are arranged horizontally by terms.

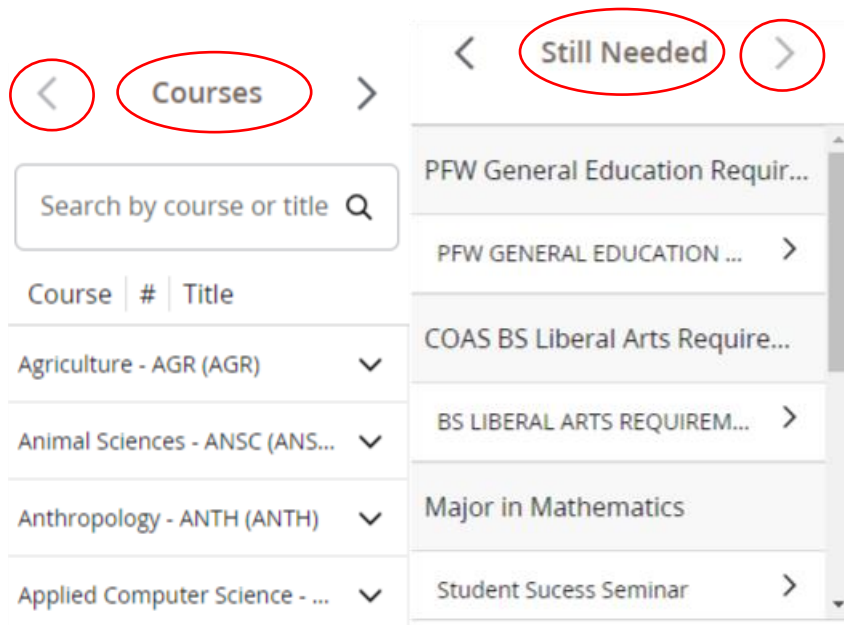
Fall 2020 	Spring 2021 	Fall 2021 
Credits: 15.0	Credits: 18.0	Credits: 17.0
+	+	+
CHM 11500 Credits: 4.0	COM 11400 Credits: 3.0	CS 22700 Credits: 2.0
		
ENGL 13100 Credits: 3.0	ENGR 12800 Credits: 4.0	MA 26100 Credits: 4.0
		
ENGR 12700 Credits: 4.0	MA 16600 Credits: 4.0	MA 35100 Credits: 3.0
		
MA 16500 Credits: 4.0	ME 16000 Credits: 2.0	ME 25000 Credits: 3.0
		

Scrolling: The scrolling arrows at the top will allow you to move through each semester of the plan.



Requirements/Courses/Still Needed Menu:

The “Requirements” menu will appear as the default. Click on the Left arrow to see a list of catalog courses. Click on the Right arrow to see a list of “Still Needed” courses for the student’s program.



Adding Requirements: Add Requirements to the Plan by selecting the + sign next to one of the Requirement options:

Choice: This option allows you to add multiple course options for the student to select from. You may also use the @ (wild card) symbol or ranges (PSY 20000:49999) in Choice options.

Course: This option allows you to add a specific course to the Plan.

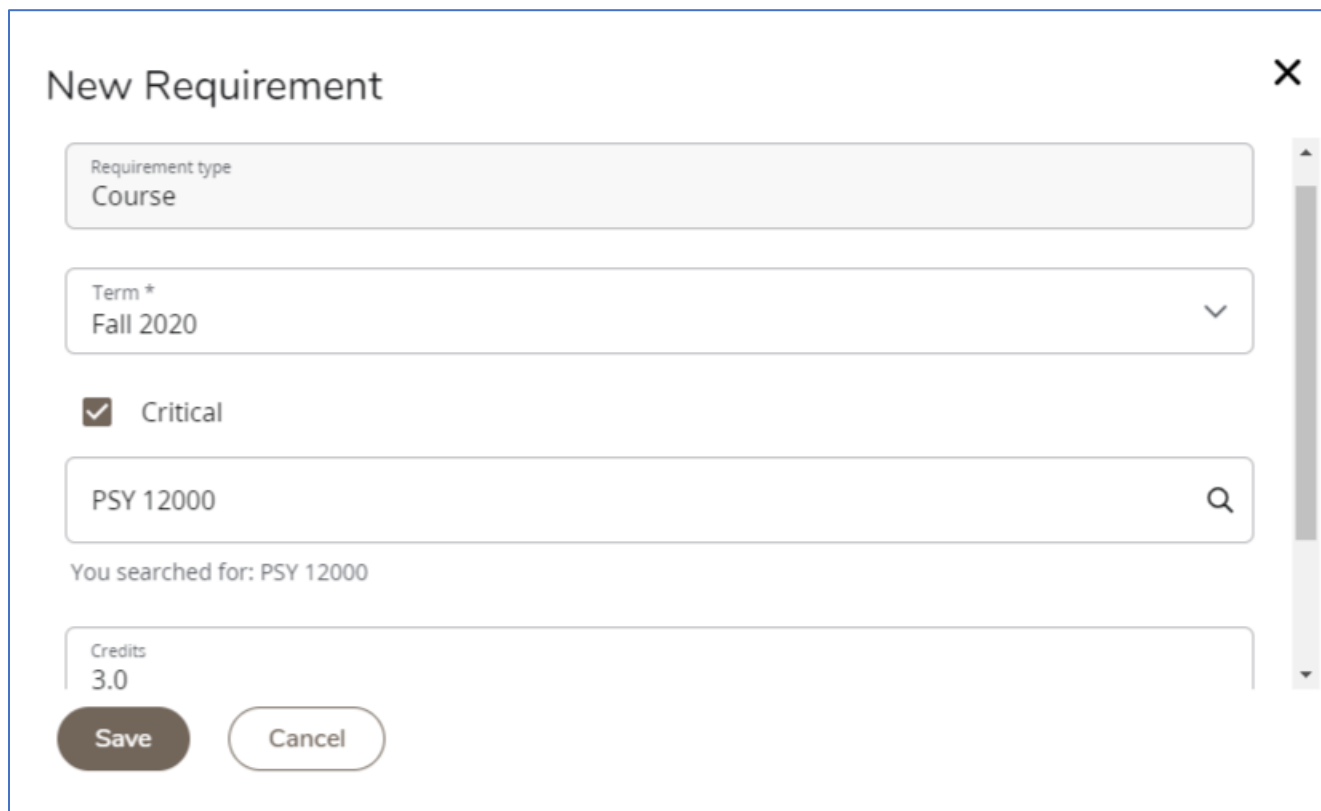
GPA: This option allows you to add a GPA option to the plan. GPA options to add include: Class List GPA, Major GPA, Overall GPA – DegreeWorks, Overall GPA – Student System (Banner)

Non-Course: This option allows you to add Non-Course requirements to the plan. Non-course options include requirements like the Art & Design Portfolio or Psychology Exit Exam. If you would like to use a non-course option that you do not see it in the list, work with SIS to discuss adding an option to the list.

Placeholder: This option allows you to enter a placeholder and credit value. You can make placeholder items more specific at a later date. Work with SIS to establish any placeholder courses that you would like to appear in the list.

Test Score: This option allows you to enter a test score and minimum acceptable value. Work with SIS to establish any test score options that you would like to appear in the list.

You will see a pop-up window when you select a requirement option. Fill in the appropriate data for the new requirement. For example, you will need to enter the term the requirement will be taken, the course number, and credits required. You may also elect to check the “Critical” box if the class is a critical requirement. If you do not know the course number, you may search for a course by typing a Prefix, course title, or a portion of the course title.



The screenshot shows a 'New Requirement' pop-up window with a close button (X) in the top right corner. The window contains the following fields and controls:

- Requirement type:** A text field with 'Course' entered.
- Term *:** A dropdown menu showing 'Fall 2020'.
- Critical:** A checkbox that is checked, labeled 'Critical'.
- Course Search:** A text field with 'PSY 12000' entered and a magnifying glass icon on the right. Below this field, it says 'You searched for: PSY 12000'.
- Credits:** A text field with '3.0' entered.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

Drag and Drop:

Requirements can be dragged and dropped to another semester.

Add, Delete and Reassign Terms:

Terms can be added to the plan with the “Add Term” button at the top. Terms can be deleted or reassigned by clicking on the “More” button.

Edit & Notes Icons:

Edit Icon: Allows advisors to activate or lock a plan.

Notes Icon: Allows notes to be added to the overall plan or to individual semesters.

Active: Activating a plan makes the plan available for reporting purposes.

Status: Locking the plan prevents the student from making edits to the plan.

Tracking Status: Tracking Status appears on Locked Plans and shows whether a student is “On Track” or “Off Track” based on the courses the student is taking. One or more “Off Track” semesters will make the entire plan “Off Track.”

Additional Options:

[Audit](#) [What-If](#) [Delete plan](#) [Save as copy](#)

Audit - The Planner audit allows advisors and students to match their plan up against the Audit to make sure that all courses are accounted for in the plan. Select the “Audit” button to run a Planner Audit.

What-If – The What If option allows advisors and students to see how their plan matches up with a different major.

Delete plan – Allows advisors to delete the plan.

Save as copy – Allows advisors to save a copy of the plan. Advisors will be warned if an Active plan already exists and will be asked if they want to make the new version the active plan. Only one Active plan is permitted, but students may have several Inactive plans.

Planner Audit:

The Planner Audit will show courses that are planned and the semester the courses are planned.

Minor in Biology IN-PROGRESS				
Credits required: 19 Credits applied: 19 Catalog year: Fall 2020 GPA: 0.00				
Course	Title	Grade	Credits	Term
BIOL 11700	Prin Ecology & Evol	IP	(4)	Fall 2020
BIOL 11900	Prin Structure & Funct	PLAN	(4)	Spring 2021
BIOL 21700	Intermediate Ecology	PLAN	(3)	Fall 2021
BIOL 21800	Genetics & Molecular	PLAN	(4)	Fall 2022
BIOL 21900	Prin Of Funct Biol	PLAN	(4)	Spring 2022

Planner What-If Analysis:

The What-If Analysis allows students to select a different major and view how their planned courses match up with that alternative major.

Planner What-If Analysis

Program

Catalog year *
Fall 2020

Program *
Mechanical Engine...

Level *
Undergraduate

Degree *
BSME Bachelor of ...

College *
Engineering Tech ...

Areas of study

Major *
Engineering, Mech...

Concentration

Minor

Additional areas of study

Planner Print Option:

The Plan can be printed with the “Print” icon in the top right corner. Some adjustments can be made to the size of the document to present a nice view of planned semesters.



Fall 2021	Spring 2022	Fall 2022	Spring 2023
Credits: 15.0	Credits: 18.0	Credits: 17.0	Credits: 15.0
CHIM 11500 General Chemistry Credits: 4.0	COM 11400 Fundament Of Speech Credits: 3.0	CS 22700 Introduction to C Programming Credits: 2.0	ECE 20100 Linear Circuit Only I Credits: 3.0
ENGL 13100 Reading, Writing, & Inquiry I Credits: 3.0	ENGR 12800 Engr Fundamentals II Credits: 4.0	MA 26100 Multivariate Calculus Credits: 4.0	MA 36300 Differential Equations Credits: 3.0
ENGR 12700 Engr Fundamentals I Credits: 4.0	MA 16600 Analytc Geom & Calc II Credits: 4.0	MA 35100 Elem Linear Algebra Credits: 3.0	ME 20000 Thermodynamics I Credits: 3.0
MA 16500 Analytc Geomtry&Calc I Credits: 4.0	ME 16000 Solid Modeling Credits: 2.0	ME 25000 Statics Credits: 3.0	ME 25100 Dynamics Credits: 3.0
	PHYS 15200 Mechanics Credits: 5.0	PHYS 25100 Heat Electricl Optics Credits: 5.0	ME 25200 Strength Of Materials Credits: 3.0