

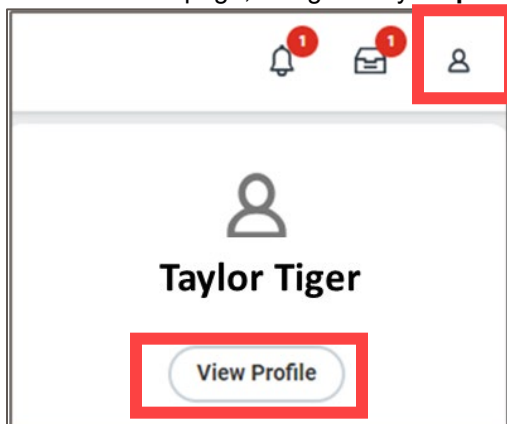
CREATE ACADEMIC PLANS

Summary

This guide will show you how to use the academic planning function in Workday. Academic plans allow students to explore pathways to completing their program requirements. Academic plans should be completed in collaboration with academic advisors. Students are able to register from their academic plans. However, it is important to note that this is a *planning tool* and does not guarantee that courses are offered in the terms for which students are planning them, nor does it guarantee the student a spot on the course roster.

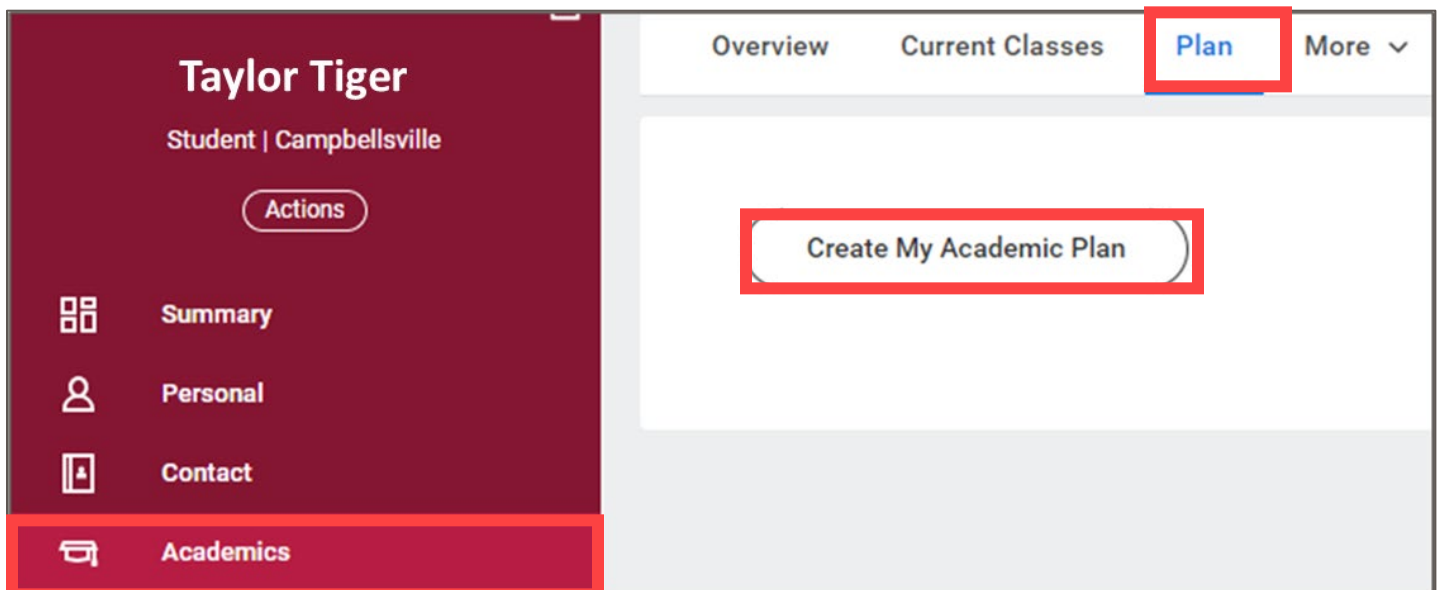
Create an Academic Plan

1. From the homepage, navigate to your **profile** by clicking the person icon and then clicking **View Profile**.



2. From the sidebar menu, choose **Academics**.
3. Click the **Plan** tab.
4. Click the **Create My Academic Plan** button.

NOTE: By default, academic plans and/or plan templates are not pre-populated. Academic plans should be created in collaboration with academic advisors.



A dialogue box will appear.

- 5. In the **Program of Study** field, enter the name of your primary program of study. Leave the **Academic Plan Template** field blank.
- 6. Click **OK**.

Create My Academic Plan [Close]

Program of Study * [Clear] [Menu]

Academic Plan Template [Menu]

[Cancel] [OK]

- 7. Enter a **Primary Plan Name**. There will be a default name in this field, but you can edit it if you choose.
- 8. You will see academic years for which you can add courses to your plan. If you need to add a new academic year, click the **Add** button.

Primary Plan Name *

2023-2024 Academic Year

3 items

| | *Academic Period | | Academic Requirement | Course |
|---|--|---|----------------------|--------|
| + | <input type="text" value="2023 Fall Semester"/> [Clear] [Menu] | + | | |
| - | <input type="text" value="2024 Spring Semester"/> [Clear] [Menu] | + | | |
| - | <input type="text" value="2024 Summer Semester"/> [Clear] [Menu] | + | | |

[Remove]

[Add]

If you need to add an academic period, such as a bi-term, click the “+” icon.

9. For the academic period you want to plan for, click the “+” icon to add a row to designate the **Course** and/or the **Academic Requirement**.
10. In the **Academic Requirement** field, select a requirement for your program of study.
11. In the **Course** field choose a course that fulfills the academic requirement you selected.

| *Academic Period | | Academic Requirement | Course |
|------------------------|---|----------------------|--------|
| × 2024 Fall Semester | + | | |
| | - | ECE Core Requirement | ECE |
| × 2025 Spring Semester | + | | |
| × 2025 Summer Semester | + | | |

Remove

Add

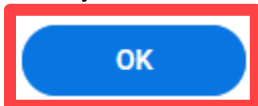
Search Results (20+)

- ECE 260 - Intro. Families & Communities ECE
- ECE 400 - Current Issues in ECE
- ECE 410 - Special Investigations in ECE
- ECE 411 - Teaching Practicum in ECE
- ECE 475 - Org. & Admin. of EC Programs

NOTE: When you select a course, an alert may appear stating that you have added a course in a term in which it is not typically offered. This will not keep you from adding the course to your academic plan. You should confirm with your academic advisor that the course you are adding will be offered for the academic term you are planning.

Repeat this process until you have added the courses and/or requirements for the desired academic periods in the desired academic years.

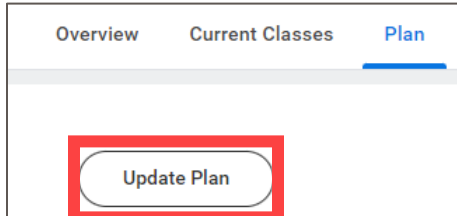
12. When you are finished, click **OK**.



Update an Academic Plan

From here you will be directed to the academic plan to be able to make edits and revisions, utilizing the same process outlined above in **steps 8-11** under **Create an Academic Plan**.

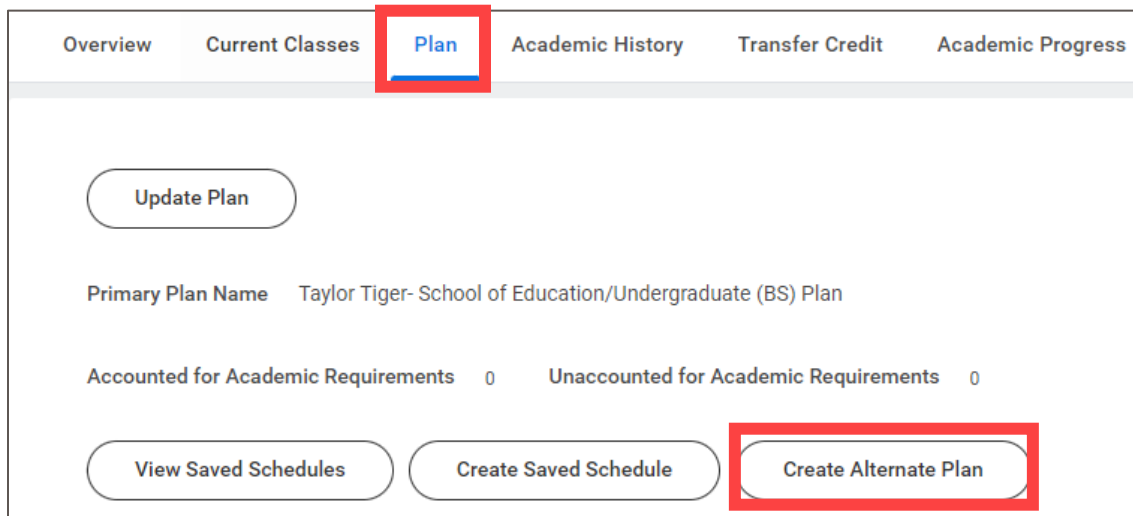
1. To make updates to an existing academic plan, click the **Update Plan** button from the **Plan** tab.



Create an Alternate Academic Plan

An Alternate Academic Plan can be created if you would like to consider more than one scenario for completing your Program of Study. This is entirely optional and is intended for exploratory purposes.

1. From the **Plan** tab, click the **Create Alternate Plan** button.



The **Create My Alternate Academic Plan** dialogue box will appear.

2. Enter a name for your alternate plan in the **Alternate Plan Name** field.
3. Ensure your primary program of study is selected in the **Program of Study** field.
4. Click **OK**.

From here you will be directed to the alternate academic plan to add and plan courses as desired, utilizing the same process outlined above in **steps 8-11** under **Create an Academic Plan**.

5. When you are done entering your alternate academic plan, click **Done**.

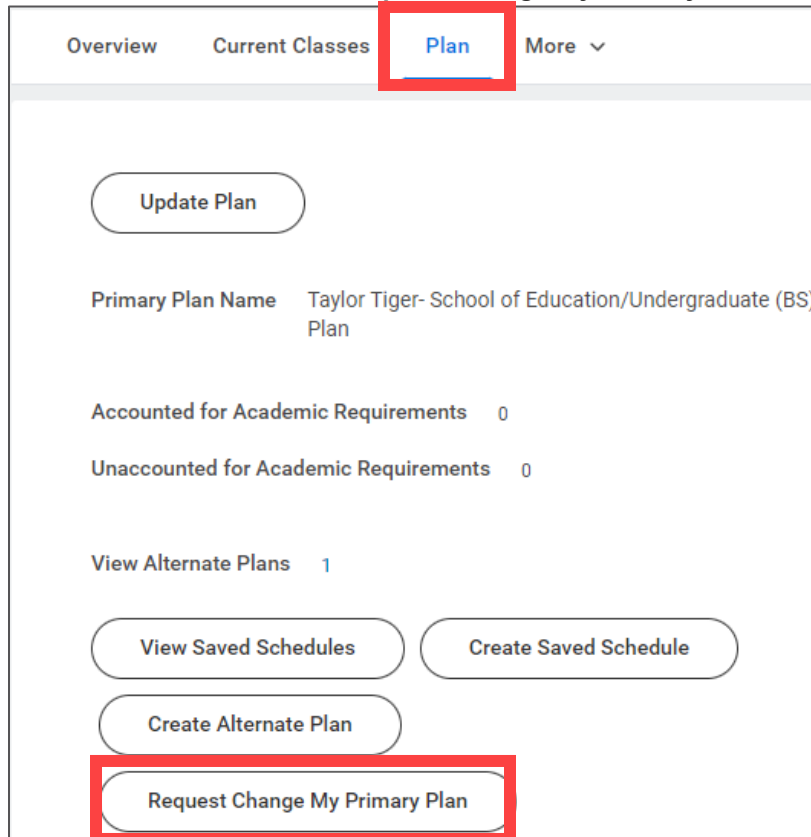
On the **Plan** tab you will now notice the option to **View Alternate Plans**.

The number displayed here represents the number of alternate academic plans you have created. Clicking the blue number will bring up a list of alternate plans that you can choose from to view, edit, or update.

Change Your Primary Academic Plan

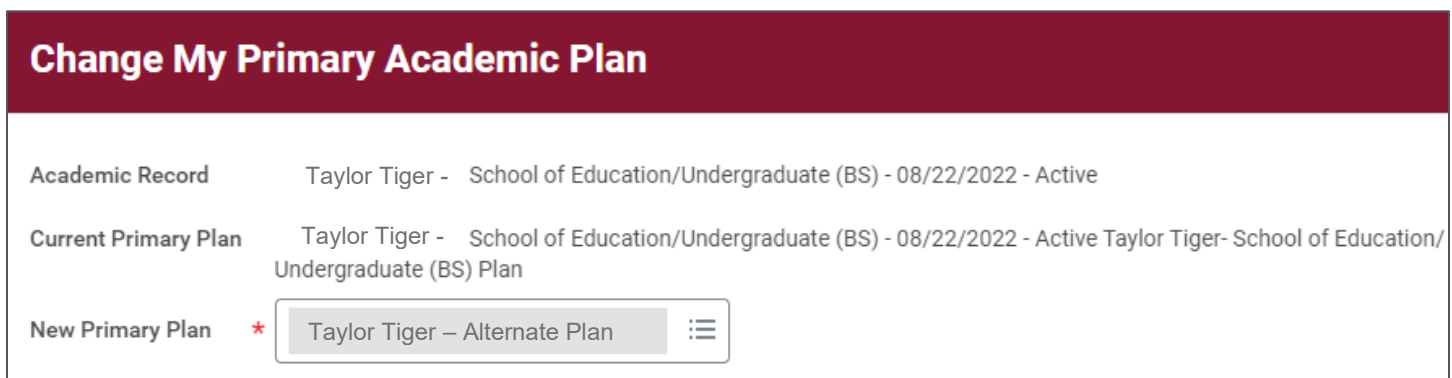
After creating an alternate plan(s) you may decide that you want it to become your primary academic plan.

1. From the **Plan** tab, click the **Request Change My Primary Plan** button.

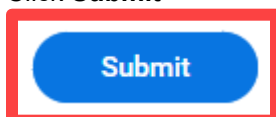


This will bring up the **Change My Primary Academic Plan** dialogue box. You will see which plan is currently listed as your primary academic plan.

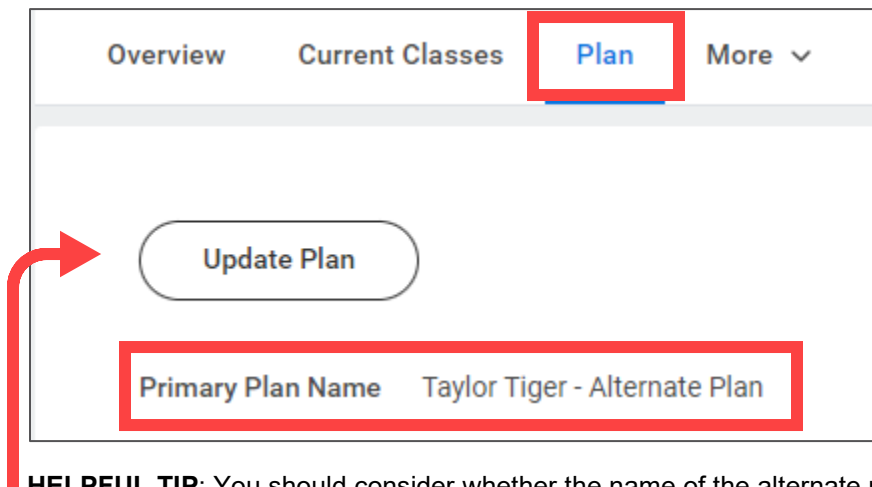
1. In the **New Primary Plan** field, select the alternate plan that you want to become your new primary plan.



2. Click **Submit**



In the **Plan** tab, you will see that your alternate plan is now the designated primary plan.



HELPFUL TIP: You should consider whether the name of the alternate plan you created needs be updated or revised since it is now the primary plan. You can edit the name by clicking the **Update Plan** button.