# myPurduePlan: Degree Planning Tool

- ➢ Familiarize yourself with **myPurduePlan**.
- ➢ Edit Plan Tab to request space in courses and pre-populate courses to register quickly in Scheduling Assistant.

> You can access a variety of training materials at the Registrar website:
> http://www.purdue.edu/registrar/currentStudents/myPurdue/index.html.
> There are instructional videos and also FAQs which are very helpful.

This tool contains two primary areas (Worksheet and Plan) that will assist you with planning your schedule and ensuring you graduate on time.

- **Worksheet - visual display of the courses required for graduation.**
  - o This includes past and current coursework that provides information on completed and outstanding requirements necessary to fulfill a degree/major/minor/concentration.
  - o Used for graduation purposes.

- **Plan - visual display of the suggested eight semester Plan of Study (POS).**
  - o Suggested plan of study for the courses you need to register for each semester.
  - o Student's responsibility to update each term.
  - o Imports courses into the online Scheduling Assistant tool to create your schedule of classes.

1) Log into mypurdue.purdue.edu with your Career Account and password



2) Click on Academic tab

3) Under Destination Graduation:  Click on myPurduePlan hyperlink



4) The **Worksheets** display automatically (This is view only; no updates can be made).



| Legend | | | | | |
|--------|---|---|---|---|---|
| ✅ | Complete | ⌁ | Complete except for classes in-progress | TR | Transfer Class |
| ☐ | Not Complete | ⌁ | Nearly complete - see advisor | @ | Any course number |
| * | Prerequisite indicator | WIP | Work In-Progress | | |

**Student View**    AB96PDvE as of 05/17/2016 at 07:16

| Student | | Overall GPA | | Degree | Bachelor of Science |
|---------|---|-------------|---|--------|---------------------|
| ID | | Academic Standing | | Program | Speech Lang Hear Sci-BS |
| Classification | Freshman: 0-14 hours | College | College of Health & Human Sci | Major | Speech, Language & Hearing Sci |
| Advisor | | Level | Undergraduate | Minor | |
| Confidential | | | | Concentration | |

### Degree Progress

| Requirements | 14% |
|--------------|-----|

| Degree in Bachelor of Science | | Catalog Year: | Fall 2016 | Credits Required: | 120 |
|-------------------------------|---|---------------|-----------|-------------------|-----|
| | | GPA: | | Credits Applied: | |

**Unmet conditions for this set of requirements:**

120 credits are required. You currently have 14, you still need 106 more.

Degree GPA - GPA calculated using only the  coursework taken to complete degree requirements.

| | | | |
|---|---|---|---|
| ☐ | Your GPA is below 2.0 - please see your advisor | | |
| ☐ | University Core Curriculum | Still Needed: | See **University Core Curriculum** section |
| ☐ | Major Requirements | Still Needed: | See **Major in Speech/Lang/Hearing Sciences** section |
| ☐ | Speech/Lang/Hearing Sciences Core | Still Needed: | See **Speech/Lang/Hearing Sciences Core** section |
| ☐ | Major in Speech/Lang/Hearing Sciences | Still Needed: | See **Major in Speech/Lang/Hearing Sciences** section |
| ☐ | Speech/Lang/Hearing Sciences Electives | Still Needed: | See **Speech/Lang/Hearing Sciences Electives** section |
| ☐ | 32 Upper Credits | Still Needed: | See **32 Upper Credits** section |
| ☐ | Statewide General Transfer Core Curriculum | Still Needed: | See **Statewide General Transfer Core Curriculum** section |

Scroll down to see the following options:

a. The **Legend** represents symbols used within the worksheet

✅ Complete      ≈ Complete except for classes in-progress

☐ Not Complete      ≅ Nearly complete - see advisor

    i. If you have transfer credit or AP credit already on your record, you will see a ✅

        1.

| | | ENGL 42100 | Technical Writing |
|---|---|---|---|
| ✅ Business Or Technical Writing | | Satisfied by | ENGL211 - Technical Writing - Ivy Tech Lafayette-IN |

    ii. Make note of these completed courses so you can use this information when you move onto the Plan tool

    iii. If you still need to meet the degree requirement, you will see a ☐

        1.

| ☐ Fund Of Speech Comm | Still Needed: 1 Class in COM 11400 |
|---|---|

b. **Degree Progress** - % complete towards degree requirements
    i. Goal = 100% to graduate

**Degree Progress**

| Requirements | 14% |
|---|---|

c. **Degree block** – shows all degree requirements that must be met

| ☐ Degree in Bachelor of Science | Catalog Year: Fall 2016 | Credits Required: 120 |
|---|---|---|
| | GPA: 0.00 | Credits Applied: |

Unmet conditions for this set of requirements:

120 credits are required. You currently have 14, you still need 106 more.

Degree GPA - GPA calculated using only the coursework taken to complete degree requirements.

| ☐ | Your GPA is below 2.0 - please see your advisor | | |
|---|---|---|---|
| ☐ | University Core Curriculum | Still Needed: | See University Core Curriculum section |
| ☐ | Major Requirements | Still Needed: | See Major in Speech/Lang/Hearing Sciences section |
| ☐ | Speech/Lang/Hearing Sciences Core | Still Needed: | See Speech/Lang/Hearing Sciences Core section |
| ☐ | Major in Speech/Lang/Hearing Sciences | Still Needed: | See Major in Speech/Lang/Hearing Sciences section |
| ☐ | Speech/Lang/Hearing Sciences Electives | Still Needed: | See Speech/Lang/Hearing Sciences Electives section |
| ☐ | 32 Upper Credits | Still Needed: | See 32 Upper Credits section |
| ☐ | Statewide General Transfer Core Curriculum | Still Needed: | See Statewide General Transfer Core Curriculum section |

5) Now you can move onto the next tool by clicking on Plans tab which displays the **Calendar** view by default
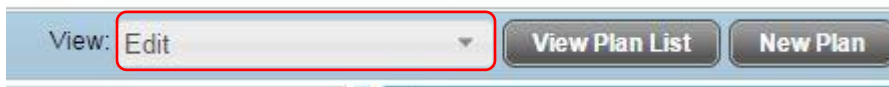
**Plans**

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Student Planner for:                                                                                    View: Calendar

**Speech, Language & Hearing Sci Fall 2016**                          Active: Yes

Degree: Bachelor of Science                                          Status: NOT LOCKED
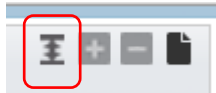
Level: Undergraduate                                                 Tracking Status: Not displayed, plan is not locked

**2016-17 Academic Year**

| Fall 2016, Total Credits: 15.0 | | Spring 2017, Total Credits: 12.0 | | Summer 2017, Total Credits: 0.0 |
|---|---|---|---|---|
| * SLHS 11500 | 3.0 | * SLHS 22700 | 3.0 | |
| PSY 12000 | 3.0 | CHM 11100 | 3.0 | |
| SOC 10000 | 3.0 | COM 11400 or ENGL 10800 or COM 21700 or ENGL 10600 | 3.0 | |
| Selected: COM 11400 | 3.0 | ASL 10200 or ARAB 10200 or | | |
| Selected: SPAN 10100 | 3.0 | CHNS 10200 or FR 10200 or GER 10200 or GREK 10200 or | | |

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6) In the View box, click on the arrow and choose the **Edit** option from the drop-down choices

View: Edit          **View Plan List**    **New Plan**

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7) Under "Edit" view, select the "Expand all terms" option

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8) Scroll down to Fall 2016 and select courses for which you wish to register



a. **15 to Finish** – based upon the initiative discussed previously, you should anticipate a minimum of 15 credits per semester in order to be successful
   i. The total credit are displayed on the tool bar associated with the term for which you wish to register
   ii. Note: **Placeholder Requirements** will NOT be added into the overall credits until you select a course to meet that requirement
b. **Delete** a course: We mentioned earlier, if you have transfer credit or AP credit already on your record, you will see ☑ to indicate you successfully met this requirement. Example:



   i. Since you do not need to register for this course again, you will need to delete the course from the list of options on your plan
   ii. Highlight the row that needs deleted by clicking on the blank space at the end of the row to the far right – the row will change to darker blue

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iii. Scroll up to the top of that specific term (Fall 2016) and click on the [—] button

| ▼ Fall 2016 | Total Credits: 9.0 ⓘ | | | Reassign | Delete this term | [+] [—] |
|---|---|---|---|---|---|---|
| **Critical** | **Course Requirement** | **Credits** | **Minimum Grade** | **Campus** | | **Notes** |
| ☑ | SLHS 11500 🔍 ⓘ | 3.0 | None ▾ | .West Lafayette Campus ▾ | | 🗎 |
| **Critical** | **Choice Requirement** | **Minimum Credits** | **Minimum Grade** | **Campus** | | **Notes** |
| ☐ | ENGL 10600 or ENGL 10800 or COM 11400 or COM 21700 ... | 3.0 | None ▾ | .West Lafayette Campus ▾ | | 🗎 |
| ☐ | ASL 10100 or ARAB 10100 or CHNS 10100 or FR 10100 or GER 10100 or HEBR 10100 or ... | 3.0 | None ▾ | .West Lafayette Campus ▾ | | 🗎 |
| **Placeholder Requirement** | | | **Value** | | | **Notes** |
| University Core ▾ | | | Quantitative Reasoning - 3 Credits | | | 🗎 |
| Elective ▾ | | | Any Course 10000:59999 - 3 Credits | | | 🗎 |

**Save**

iv. Row disappears and you should click [ ] in bottom right hand corner

c. If a **Choice Requirement** exists, click the three dots at the end of the row

| Critical | Choice Requirement | |
|---|---|---|
| ☐ | ENGL 10600 or ENGL 10800 or COM 11400 | ... |

i. Select a course by clicking radio button to the left of the course you want to register

| | Course | | Attribute | |
|---|---|---|---|---|
| ○ | ENGL 10600 🔍 | ⓘ | None ▾ | [+] [—] |
| ○ | ENGL 10800 🔍 | ⓘ | None ▾ | [+] [—] |
| ◉ | COM 11400 🔍 | ⓘ | None ▾ | [+] [—] |

Add another option | Select none | Done

i. You can view the course information including description by clicking on the ⓘ

**COM 11400**   3 Credits   **Fundament Of Speech**     Print

Credit Hours: 3.00. A study of communication theories as applied to speech; practical communicative experiences ranging from interpersonal communication and small group process through problem identification and solution in discussion to informative and persuasive speaking in standard speaker-audience situations. Typically offered Fall Spring Summer. NOTE: Concurrent registration is not permitted for ENGL 10600 and COM 11400. CTL:ICM 1103 Fundamentals Of Public Speaking

ii. Click on Done



iii. Results appear as:



d. If a **placeholder** exists (a large list of courses from which you can select), you must match the **Placeholder Requirement** name and the **Value** name to the **Still Needed** area on the right hand side of the plan to locate the list of courses you can select

i. Placeholder Requirement indicates Liberal Arts Core - Click on the blue arrow to the left of Liberal Arts Core Curriculum

ii. The **Value** lists United States Tradition – 3 credits
Scroll down to that specific name under **Still Needed**:



1. Drag & drop the United States Traditions course you wish to register for into the Fall 2016 semester



9) Scroll to the bottom of the screen and SAVE.



10) If you need to **add** a Course requirement to a term.

a) Click the [+] icon on the Fall 2016 term to which you want to add the requirement. The list of available requirement types is displayed.

b) Select **Course(s)** from the list.



c) The course fields are displayed on the term. Click inside the box under **Course Requirement**, and enter the subject and course number **OR** if you want proceed to d)



d) You can search for a course, click the [Q] icon. Enter a part of or the full name of the **Course Subject** or **Title**, and click **Go**. The courses that match the text you entered are displayed. You may visit http://catalog.purdue.edu/ and click on Courses on left hand navigation page. Then you should click on **Course Subjects and Descriptions** link to view the entire list.



e) Select the course that you want to specify as a requirement. The course is displayed in the **Course Requirement** box and the credits for that course are displayed in the **Credits**

11) Scroll to the bottom of the right side of the screen and click SAVE.



You have successfully modified your Plan!  When your time ticket is available, you will register for courses in the registration lab.  At that time, you will log into the Scheduling Assistant tool and select **Degree Plan** to auto populate courses from your plan that you have already pre-selected.  You can then make any adjustments based upon what you have discussed with your advisor.  This will help you create the best possible schedule for the 2017 terms.