

Instructions for submitting your study plan to your major professor and to create a degree audit for your program.

Undergraduate Students: Tutorial under construction.

Graduate Students: You need to observe the following process very closely and take responsibility to make sure your study plan is accurate and is correctly submitted to your major professor so it can be formulated into a degree audit. You will not have a degree audit until the study plan you created is approved.

Log into VandalWeb and open the Degree Audit program. Select the **Planner** tab. You will be entering information into the right hand side, "Student Educational Planner".

1. In the **Description** field, put in the date that you are creating your study plan.
2. Enter all completed courses as well as courses you are currently taking, that apply to your study plan, into the first block. Set the block header to "**Plan part 1**". If you need more room, use the second block and set the header to "**Plan part 2**". The correct way to enter a class is to use the standard abbreviation for the subject, one space, and then the course number. In the next box immediately after the course information you will place the credit value of the class, but **ONLY** for classes that are variable credit. For fixed credit classes, leave this field blank, as it will automatically fill in when you save the study plan. If you are adding special topics, seminars, directed study, or workshops to your study plan please indicate the course, title, and number of credits in the **Notes** box next to the plan blocks (e.g. Special Topics: ECE 504 ST: Image Sensors & Systems (3 crs)).

The screenshot displays the 'Student Educational Planner' interface. On the left, a 'Planner Worksheet' for 'Vandal, Joe' shows unmet conditions for a 'Doctor of Philosophy (PhD)' (78 credits required, 54 currently have) and a 'Major in Education (PhD)' (18 credits in dissertation required, 0 currently have). The main area shows 'Plan part 1' with a list of courses: POLS 571 (3), POLS 575 (3), POLS 556 (3), EDAD 521 (3), EDAD 525 (3), EDAD 589 (3), BUS 412 (3), BUS 413 (3), and BUS 418 (3), totaling 27 credits. A red arrow labeled '1' points to the 'Description' field containing '29-JAN-2009'. Another red arrow labeled '2' points to the course entry 'POLS 571 3'. The interface includes tabs for 'Audit', 'Planner', and 'GPA Calc', and buttons for 'Save Plan', 'Reload Form', and 'Save As...'.

3. In the lower blocks you will now list all of the other courses that you wish to be a part of your study plan. Set the block headers to “**Plan Part #**”. Use as many blocks as you need. Again, if the class is variable credit you will need to assign a credit value, but all classes that are fixed credit leave the field blank. Once all your classes are entered, click the **Save Plan** button at the bottom of the page. You will either get a message that says “The plan was saved successfully” or a message identifying an error. For example error messages, see below.

The screenshot shows the GPA Calc Planner interface. On the left, a 'Planner Worksheet' for student Vandal, Joe, is displayed with details like Level (Graduate), College (Education), Degree (Ph.D.), Major (Education), Overall GPA (3.76), and Class Standing (Graduate). It lists requirements for the Doctor of Philosophy (PhD) and Major in Education (PhD) blocks, including unmet conditions and needed actions. On the right, two plan parts are shown: 'Plan part 3' and 'Plan part 4'. 'Plan part 3' lists courses like EDAD 527, EDAD 584, ADOL 528, ED 571, ED 589, ED 590, ED 680, ED 600, and EDAD 523 with their respective credit values. A 'Total' of 42 is shown. 'Plan part 4' lists EDAD 533, EDAD 595, and EDAD 594. A red box with the number '3' and two red arrows points to the course rows in 'Plan part 3'.

When a pop-up window with “course problems were found” appears:

The screenshot shows a 'Windows Internet Explorer' error message box overlaid on the course list. The error message reads: "2 course problems were found while trying to save. Place your mouse over the red arrows to see what the problems are. Please fix the mistakes and try saving again." The error box has an 'OK' button. In the background, the course list for 'Plan part 2' shows POLS 572 (3), POLS 575 (3), and ADL 528 (with a red arrow pointing to the row). Below it, 'Plan part 3' shows ADOL 528 (5) with a red arrow pointing to the row.

Click “OK” and then hover your mouse over the red arrows to determine what is causing the error.

Once all your errors have been fixed, be sure to click **Save Plan** again.

Do not put any classes on your study plan that appear in your Major Conditions block of your degree audit.

The screenshot shows a degree audit interface. On the left, a list of requirements is shown with a red circle highlighting the 'Major Requirements' and 'Major in Education (PhD)' sections. The 'Major Requirements' section includes 'Introduction to Qualitative Research' (needed: 1 Class in ED 574*) and 'Advanced Planning & Design of Educational Research' (needed: 1 Class in ED 586*). The 'Major in Education (PhD)' section includes 'Unmet conditions' (A minimum of 18 credits in dissertation are required. You have taken 0 but need 18 more credits.) and 'Study Plan' (needed: You must select courses with your major professor and submit a Study Plan). On the right, a table titled 'Plan part 2' shows a list of courses: POLS 572 (3 credits) and POLS 575 (3 credits). The total credits shown are 6. A 'Select Term' dropdown menu is visible at the bottom right. Red arrows point from the highlighted 'Major Requirements' and 'Major in Education (PhD)' sections to the 'Plan part 2' table, indicating that classes listed in these sections should not be added to the study plan.

If you list a class on your degree plan that is already listed on your audit as a required class the resulting audit will require you to take the same class twice. So if the Major Requirements block details any classes, **DON'T LIST** them on your study plan.

After your Study Plan is saved, you will need to print a hard copy of the Study Plan, sign it, and submit it to your Major Professor. Be sure to include all of the pages, including the signature lines.

The "Print" link is located on the gold bar to the right of **Study Plan Help** link.

Once your major professor has approved your study plan, the plan will be "Locked". A locked plan cannot be changed.