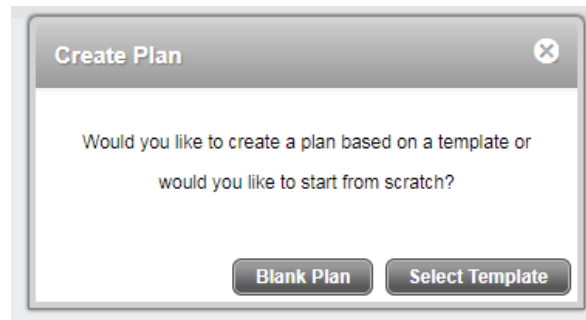


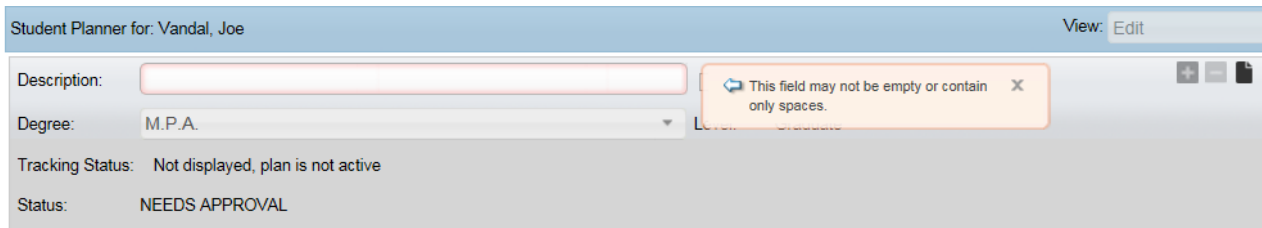
Instructions for Graduate Students for Submitting a Study Plan

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 by your Major Professor, your Department, the College of Graduate Studies, and the Office of the Registrar.

To Enter A Study Plan: Log into VandalWeb and open the Degree Audit program. Select the **Plans** tab. A Create Plan box will open. Click on Blank Plan to create a new plan.

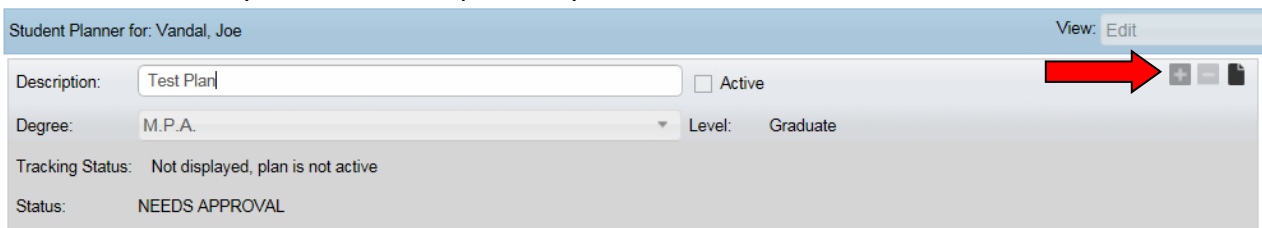


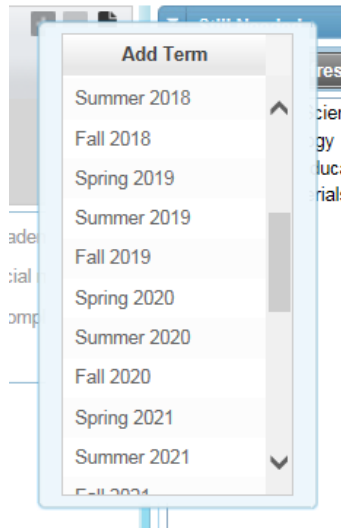
1. In the **Description** field, put in the date that you are creating your study plan.



2. Create the Terms or Plan parts in which you will be taking your courses

Add a term to the plan by clicking on the + button to the far right of the Description then select a term from the list. You repeat this step to build out as many blank terms or parts as you would like.





**Plan parts can be found at the bottom of the add term drop-down list.*

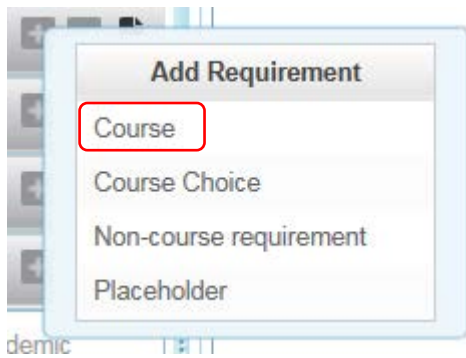
Terms or parts can be reassigned (moved) or deleted using the buttons on the gray term bar.

3. Enter all completed courses as well as courses you are currently taking, that apply to your study plan, into the appropriate term or plan part. When using Plan parts, put all previously completed courses in **Plan Part 1** and all future courses into the other Plan Parts.

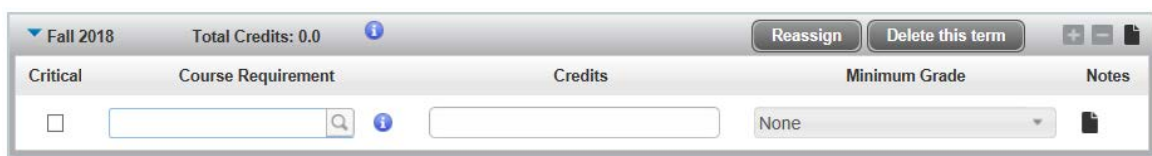
Click on the + button in the Term Bar in which you want the class to appear.




Click on **Course** to add a single course.

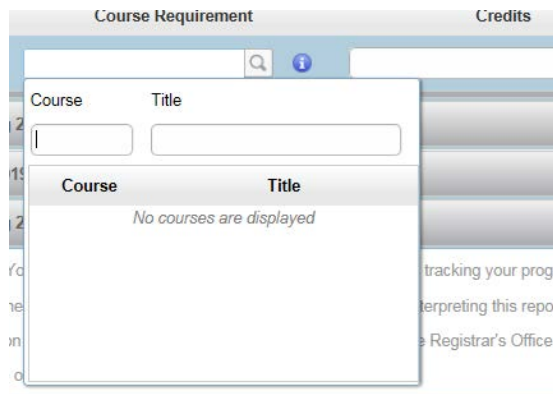


Once you choose **Course** you need to select the Course you want. You can type this in directly as SUBJ 000 (Capitalized subject code, space, three digit course number), or you can search to ensure proper identification of the course. If you do not type the course in correctly the box will turn red and indicate that the course entered is not valid.



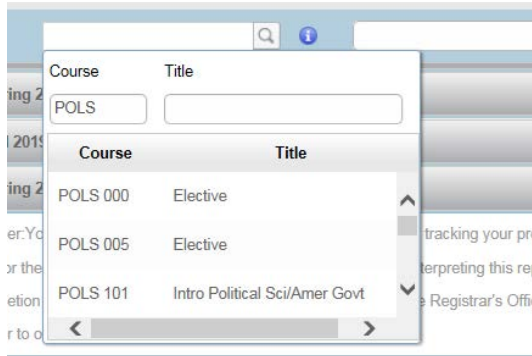
To use the Course search function, click on the magnifying glass icon 

This brings up your search fields





Enter in your subject code and this will bring in all courses using that code. If you know you need them in a certain number area, i.e. 500-level courses, you can type in the subject code followed by the number you are looking for. Be sure to include a space between the subject and the number or you will receive an error.

**You can also search for a course by title. Typing in a word into the Title field will bring up all courses containing that word.*

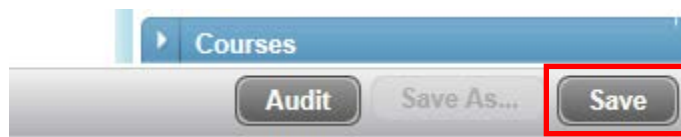


Click on the course you wish to enter and it will fill in the course number and catalog credits. Courses such as electives that have variable credits will need to be adjusted manually in the *Credits* field to reflect the correct credit amount. You also have the option to enter a minimum grade.

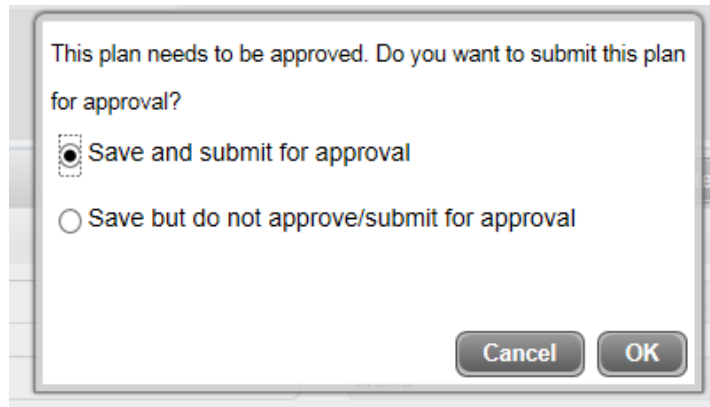


**For graduate transfer courses you will need to add the specific course title in the notes field on each course so that it may be properly added to your Study Plan block. Click on the  icon on the course you wish to add the note to. Click on the Add Note button in the top right of the window that pops up. Add the course title and click done. When a note has been added the notes icon will change from solid black to black with white lines  and the added note can be seen by hovering over the icon.*

4. Once all your classes are entered, click the **“Save”** 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.



A box asking if you want to approve the plan will pop up.



If you are submitting your plan for approval click **OK**. If you want to save the plan but do not want it sent through the approval process, or still need to work on your plan, click on ***Save but do not approve/submit for approval*** button then click **OK**.

Please be careful about your selection, if you click **OK** – your plan will be locked and sent to your major professor. Once you have submitted your study plan for review and approval, you need to monitor your student email to watch for automatic emails that will update you as your proposed plan is reviewed by your Major Professor, your Department, the College of Graduate Studies and the Office of the Registrar. After your plan is fully approved and you discover you need to make a change to it, please use the Online Change of Study Plan process that is located in VandalWeb to submit your changes.