myPurduePlan: **Degree Planning Tool**

*Congratulations Future Boilermaker!*

Prior to your Summer STAR experience, it is important that you familiarize yourself with myPurduePlan. This exercise provides an opportunity for you to pre-select courses, become familiar with the system and a chance to start thinking about the choices you can make. Your academic advisor will provide guidance about your course selection before you go the registration lab.

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.
  - This includes past and current coursework that provides information on completed and outstanding requirements necessary to fulfill a degree/major/minor/concentration.
  - Used for graduation purposes.

- **Plan** - visual display of the suggested eight semester Plan of Study (POS).
  - Suggested plan of study for the courses you need to register for each semester.
  - Student's responsibility to update each term.
  - 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 display automatically (This is view only; no updates can be made).

Scroll down to see the following options:
a. The **Legend** represents symbols used within the worksheet

<table>
<thead>
<tr>
<th>Complete</th>
<th>Complete except for classes in-progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Complete</td>
<td>Nearly complete - see advisor</td>
</tr>
</tbody>
</table>

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

![Completed Course Image](image1)

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 ☐

![Incomplete Course Image](image2)

b. **Degree Progress** - % complete towards degree requirements

i. Goal = 100% to graduate

![Degree Progress Image](image3)

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

![Degree Block Image](image4)
5) The State of Indiana has an initiative to help students be successful by completing at least 15 credit hours per semester in order to stay on track to graduate on time. (View YouTube video below): 

15 to Finish

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

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

8) Under “Edit” view, select the “Expand all terms” option.
9) Scroll down to Fall 2017 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
iii. Scroll up to the top of that specific term (Fall 2017) and click on the button.

<table>
<thead>
<tr>
<th>Critical</th>
<th>Choice Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ENGL 10600 or ENGL 10800 or COM 11400</td>
</tr>
</tbody>
</table>

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.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 10600</td>
<td>None</td>
</tr>
<tr>
<td>ENGL 10800</td>
<td>None</td>
</tr>
<tr>
<td>COM 11400</td>
<td>None</td>
</tr>
</tbody>
</table>

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

![Diagram of course selection](image)

iii. Results appear as:

![Selected: COM 11400](image)

iv. 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 2017 semester

   ![United States Traditions course](image)

10) Scroll to the bottom of the screen and **SAVE**.

11) If you need to **add** a Course requirement to a term.
   a) Click the **icon** on the Fall 2017 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 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/](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.
12) Scroll to the bottom of the right side of the screen and click SAVE.

You have successfully modified your Plan! When you arrive to campus for your STAR visit, 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 fall term.

Please contact myPurduePlan@purdue.edu with questions about the worksheet or plan. Once you arrive to campus for your STAR visit, your advisor can be of additional assistance.