

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:

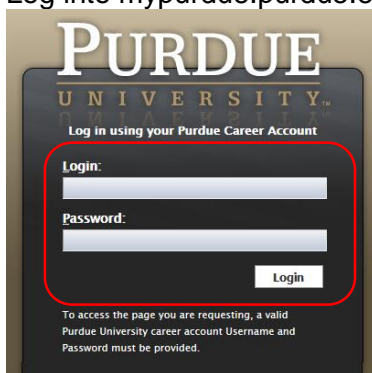
<http://www.purdue.edu/registrar/currentStudents/myPurdue/index.html>.

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

Legend

<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Complete except for classes in-progress	TR	Transfer Class
<input type="checkbox"/> Not Complete	<input type="checkbox"/> 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	College	Major	Speech, Language & Hearing Sci
Advisor	Level	Minor	
Confidential		Concentration	

Degree Progress

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

<input type="checkbox"/> Degree in Bachelor of Science	Catalog Year: Fall 2016	Credits Required: 120
	GPA: <input type="text"/>	Credits Applied: <input type="text"/>

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.

<input type="checkbox"/> Your GPA is below 2.0 - please see your advisor	
<input type="checkbox"/> University Core Curriculum	Still Needed: See University Core Curriculum section
<input type="checkbox"/> Major Requirements	Still Needed: See Major in Speech/Lang/Hearing Sciences section
<input type="checkbox"/> Speech/Lang/Hearing Sciences Core	Still Needed: See Speech/Lang/Hearing Sciences Core section
<input type="checkbox"/> Major in Speech/Lang/Hearing Sciences	Still Needed: See Major in Speech/Lang/Hearing Sciences section
<input type="checkbox"/> Speech/Lang/Hearing Sciences Electives	Still Needed: See Speech/Lang/Hearing Sciences Electives section
<input type="checkbox"/> 32 Upper Credits	Still Needed: See 32 Upper Credits section
<input type="checkbox"/> 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

<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor

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

<input checked="" type="checkbox"/> Business Or Technical Writing	ENGL 42100	Technical Writing
	Satisfied by	ENGL211 - Technical Writing - Ivy Tech Lafayette-IN

1. 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. <input type="checkbox"/> 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

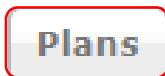
Requirements	14%
---------------------	------------

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

<input type="checkbox"/> Degree in Bachelor of Science	College Year: Fall 2016	Credits Required: 120
	GPA: 0.00	Credits Applied: <input type="text"/>
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.		
<input type="checkbox"/> Your GPA is below 2.0 - please see your advisor.		
<input type="checkbox"/> University Core Curriculum	Still Needed:	See University Core Curriculum section
<input type="checkbox"/> Major Requirements	Still Needed:	See Major in Speech/Lang/Hearing Sciences section
<input type="checkbox"/> Speech/Lang/Hearing Sciences Core	Still Needed:	See Speech/Lang/Hearing Sciences Core section
<input type="checkbox"/> Major in Speech/Lang/Hearing Sciences	Still Needed:	See Major in Speech/Lang/Hearing Sciences section
<input type="checkbox"/> Speech/Lang/Hearing Sciences Electives	Still Needed:	See Speech/Lang/Hearing Sciences Electives section
<input type="checkbox"/> 32 Upper Credits	Still Needed:	See 32 Upper Credits section
<input type="checkbox"/> Statewide General Transfer Core Curriculum	Still Needed:	See Statewide General Transfer Core Curriculum section

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



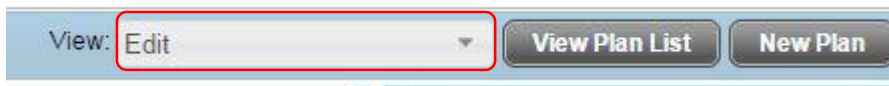
Student Planner for: View: Calendar

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

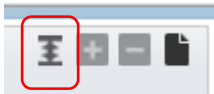
2016-17 Academic Year

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 CHNS 10200 or FR 10200 or GER 10200 or GREK 10200 or	
Selected: SPAN 10100 3.0		

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 2016 and select courses for which you wish to register

Critical	Course Requirement	Credits	Minimum Grade	
<input checked="" type="checkbox"/>	SOC 10000	3.0	C-	
Critical	Choice Requirement	Minimum Credits	Minimum Grade	Minimum
<input type="checkbox"/>	ENGL 10600 or ENGL 10800 or COM 11400	3.0		None
<input type="checkbox"/>	ASL 10100 or ARAB 10100 or CHNS 10100 or FR 10100 or GER 10100 or GREK 10100 or I...	3.0		None
Placeholder Requirement		Value		
Liberal Arts Core		United States Tradition - 3 Credits		
Liberal Arts Core		Math - 3 Credits		

- 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:

Quantitative Reasoning MA 15400
Satisfied by

- 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

Critical	Course Requirement	Credits	Minimum Grade	Campus	Notes
<input checked="" type="checkbox"/>	SLHS 11500	3.0	None	West Lafayette Campus	
Critical	Choice Requirement	Minimum Credits	Minimum Grade	Campus	Notes
<input type="checkbox"/>	ENGL 10600 or ENGL 10800 or COM 11400 or COM 21700	3.0	None	West Lafayette Campus	
<input type="checkbox"/>	ASL 10100 or ARAB 10100 or CHNS 10100 or FR 10100 or GER 10100 or HEBR 10100 or I...	3.0	None	West Lafayette Campus	
Placeholder Requirement		Value			Notes
University Core		Quantitative Reasoning - 3 Credits			
Elective		Any Course 10000:59999 - 3 Credits			

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

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

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

Course	Attribute
<input type="radio"/> ENGL 1060	None
<input type="radio"/> ENGL 1080	None
<input checked="" type="radio"/> COM 1140	None

iii. Results appear as:

Choice Requirement

Selected: COM 1140

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

The screenshot shows the MYPURDUEPLAN interface. On the left, under 'Placeholder Requirement', there is a dropdown menu with 'Liberal Arts Core' selected and a text input field containing 'United States Tradition - 3 Credits'. On the right, under 'Still Needed', there is a list of requirements with blue arrows next to them: 'Degree in Bachelor of Arts', 'University Core Curriculum', 'Liberal Arts Core Curriculum', 'Major in Sociology', 'General Ed Electives', and '32 Upper Credits'. Red boxes and arrows highlight the 'Placeholder Requirement' and 'Value' fields on the left, and the 'Still Needed' list on the right.

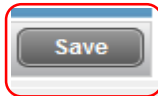
- ii. The **Value** lists United States Tradition – 3 credits
Scroll down to that specific name under **Still Needed**:

The screenshot shows a degree planning tool interface. At the top, there are fields for 'Description', 'Degree' (Bachelor of Arts), and 'Level' (Undergraduate). Below this is a table of requirements. One requirement is 'United States Tradition - 3 Credits', which is highlighted with a red box. To the right, a 'Still Needed' panel lists various courses, with 'HIST 15100 or' circled in green. Red arrows point from the text above to the highlighted requirement and the 'Still Needed' list.

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

A screenshot of a course selection box. It contains a search bar with 'HIST 15100' entered, a magnifying glass icon, an information icon, and a credit value of '3.0'. The entire box is outlined in red.

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 2016 term to which you want to add the requirement. The list of available requirement types is displayed.

A screenshot of a term summary bar. It shows 'Not Tracked' on the left, a dropdown menu, 'Total Credits: 0.0', and an information icon. On the right side, there are buttons for 'Reassign', 'Delete this term', and a '+' icon, which is highlighted with a red box.

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

Student ID: [Redacted] Name: Student, Imogene Alice Degree: BS Major: Chemistry Classification: Senior 105+ Last Audit: 01/08/2014

Worksheets Plans GPA Calc

Student Planner for: Student, Imogene Alice View: Edit View Plan List New Plan

Description: myPurdue Plan Test [Active]

Degree: Bachelor of Science Level: Undergraduate


Tracking Status: Not displayed, plan is not locked

Tracking	Critical	Choice Requirement	Minimum Credits	Minimum Grade	Campus	Delivery
Not Tracked			Total Credits: 11.0			Reassign Delete this term
Not Tracked			Total Credits: 0.0			Reassign Delete this term
---		PSY 12000 or SOC 10000		None	None	None

Disclaimer: You are encouraged to use this degree plan as a guide for tracking your progress toward completion of the above requirements. This plan is not your academic transcript and does not guarantee the University will offer the requested course(s) in the term desired. It is the student's responsibility to check prerequisite information to ensure the courses are planned in the sequence in which they may be offered. Please contact your academic advisor regarding this degree plan or your official degree/certificate completion status.

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)

Tracking	Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
---		ENGL 23100	3.0	None	None	None	

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/> and click on Courses on left hand navigation page. Then you should click on **Course Subjects and Descriptions** link to view the entire list.

Tracking	Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
---		ENGL 23100	3.0	None	None	None	
---		COM		None	None	None	

Search dropdown menu:

Course	Title
COM	
COM 31200	Rhetoric West World
COM 31300	Intro Health Communication
COM 31400	Adv Presentatnl Spk

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**

Tracking	Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
---		COM 31400	3.0	None	None	None	

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 2016 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.