



rev 09/2015

myPurduePlan for Advisors

What is myPurduePlan powered by DegreeWorks?

myPurduePlan is a web-based tool for students and their advisors to monitor academic progress toward degree completion. myPurduePlan also allows students and advisors to plan future academic coursework.

Note: What you see in Banner is dependent on your role. As a result, the screen shots in this document may or may not include all of the tabs and links you see on your screen.

What do advisors need to know about myPurduePlan?

Advisors will be able to:

- **Login** to myPurduePlan.
- **Find** a student or group of students in myPurduePlan.
- **Navigate** within myPurduePlan.
- Review and interpret student **Worksheets**.
- Use the **What-If** feature when students consider changing majors.
- Add **Notes** to the student Worksheet.
- Calculate a GPA using the **GPA Calculator**.
- Review student plans using the **Student Educational Planner (SEP)** and assist students in customizing their plan.

How do I log into myPurduePlan?

- ☐ Log into myPurduePlan through the myPurdue portal.

Users with **INB** or **SSB** access will see the **myPurduePlan** link on (a) the **Advising** page under the **Destination Graduation** heading or (b) the **Banner** page under the **Banner & Other Applications** heading.

The screenshot shows the myPurduePlan web interface. The top navigation bar has tabs for 'Advising', 'Banner', and 'Link @ Purdue'. The 'Advising' tab is highlighted. Below the navigation bar, there are several sections: 'Advisor Dashboard' with a search form for Term, ID, Last Name, and First Name; 'Tools' with links to Student Profile, Advisee Listing, Blackboard, Cognos Portal, Testing Center, Course Signals, Name Change Info, and University & State Core Guidelines; 'Announcements' with a link to Basic Public Announcement; 'Registrar Forms' with links to Form 23, Form 23A, Form 350, Form 390, and Form VT; 'Schedule & Classes' with links to Evening & Final Exams, Course Catalog, Schedule of Classes, and Look Up Classes; and 'Professional Development' with links to PACADA, NACADA, and IAAI. The 'Destination: Graduation' section is highlighted with a red circle and an arrow pointing to the 'myPurduePlan' link. The 'myPurduePlan' link is described as 'Undergraduate and professional students, your one stop to track your degree progress, determine the courses still needed for graduation, see how a CODO may affect your degree progress and more. Please watch the myPurduePlan Overview video for general information. The following videos provide more detailed assistance: Worksheet, What-If Worksheet, myPurduePlan: Planner, Graduation Calculator, GPA Calculator, Advice Calculator, and Transfer Credit. The Transfer Credit section includes links to Transfer Credit Course Equivalency Guide and Other Transfer Credit Information.

How do I look up students with myPurduePlan?

In myPurduePlan, advisors may search for an individual student record by ID number and/or by name. Advisors also may search for groups of students using multiple criteria (e.g., college, major, and classification).

☐ Find an individual student record with a student ID.

Enter the student ID number in the upper left-hand corner of the screen. Press Enter.

The student's worksheet will be displayed.

Student View		AA538197 as of 06/25/2013 at 08:41	
Student ID		Overall GPA	3.85
Classification	Soph: 45 - 59 hours	Academic Standing	Continued Good Standing
Advisors	Ferkis, Mary A	College	College of Agriculture
Confidential		Level	Undergraduate
Degree	Bachelor of Science	Program	College of Agriculture
Major	Biochemistry	Minor	Spanish
Concentration			

Degree Progress	
Requirements	38%

☐ **Find a student record by name.**

If you wish to search by student name, click **Find** in the upper left-hand corner of the page.

The **Find Students** page is displayed. Enter the students first and last name. Click **Search** to return results.

Note: This page also may be used to search by student ID. Once the resulting records are shown in the lower half of the page, confirm your search results. Click **OK** to load the record into myPurduePlan.

☐ **Find a group of students using various search criteria.**

Select search criteria for the group of students on the **Find Students** page. Click **Search** to return results.

Note: Criteria that may be used to search for groups of students include **Degree Code**, **Classification**, **Catalog Term**, **Major**, **Minor**, **College**, and **Concentration**. Only valid combinations of search criteria will yield results.

Example: Find students in the **College of Liberal Arts** with the **Last Name** of Smith. Enter the **Last Name** and select College of Liberal Arts from the **College** drop-down box. Click **Search** to return results. All students who meet the search criteria will be

displayed at the bottom of the **Find Students** page. Next, you may choose the student record(s) that needs to be reviewed by using the **Check All**, **Uncheck All**, and/or the individual **checkboxes** to the left of the student records. When the selection is complete, click **OK** to close the search window and load the list of students into myPurduePlan.

The screenshot shows the 'Find Students' search window. At the top, there are input fields for 'Student ID', 'First Name', and 'Last Name' (containing 'smith'). Below these are dropdown menus for 'Degree', 'Classification', 'Catalog Term', 'Major', 'Minor', 'College', and 'Concentration'. A 'Chosen Repeatable Search Criteria' box shows 'COLLEGE: College of Liberal Arts'. A 'Search' button is highlighted. Below the search criteria, a yellow callout box states: 'Students may be deleted from the search results list by unchecking the check boxes to the left of the student record.' The search results list shows 35 students found. The first two students are 'Smith, One' and 'Smith, Two', both with checkboxes selected. A yellow callout box points to the 'Classification' column header, stating: 'The search results may be sorted by clicking on any of the fields under the Student Found header.' Another yellow callout box points to the 'Check All' and 'Uncheck All' buttons, stating: 'If you have a long list of records, it may be easier to click Uncheck All and check the check boxes for the records you wish to keep.' The 'OK' button is also highlighted.

Once the student list is loaded, the first student worksheet is displayed. You may view the worksheet for the next student by selecting their name from the **Name** drop-down box.


The screenshot shows the student worksheet for 'Smith, One'. The top navigation bar includes 'FAQ', 'Print', and 'Log Out'. The main content area is divided into several sections: 'Worksheets' (with a 'Student View' dropdown), 'What If', 'Look Ahead', and 'Legend'. The 'Legend' section defines symbols for 'Complete', 'Not Complete', 'Complete except for classes in-progress', 'Nearly complete - see advisor', 'TR Transfer Class', 'WIP Work In-Progress', 'Any course number', and 'Prerequisite Required'. The 'PPRD Degreeworks' section shows the student's progress, including 'Student View' (AA346747 as of 03/28/2013 at 14:51), 'Student' (Smith, One), 'ID', 'Classification' (Soph: 30 - 44 hours), 'Advisor' (Ferkis, Mary A), 'Confidential', 'Overall GPA' (2.42), 'Academic Standing', 'College' (College of Liberal Arts), 'Level' (Undergraduate), 'Degree' (Bachelor of Arts), 'Program' (College of Liberal Arts), 'Major' (English), 'Minor', and 'Concentration'. A 'Degree Progress' bar shows 'Requirements' at 28%.

How do I navigate within myPurduePlan?

☐ **Familiarize yourself with the navigation buttons at the top of the myPurduePlan page.**

This section will allow you to learn about how to navigate within myPurduePlan. Further information about some of the features mentioned will follow.

- There are several navigation buttons (e.g. **FAQ**, **Print**, **Log Out** etc.) across the top of the myPurduePlan pages. The buttons allow you to navigate to different features in myPurduePlan.
- There is a line of student data across the top of the page beneath the navigation buttons. This contains the **Student ID**, **Name**, **Degree**, **Major**, **Classification** and date of **Last Audit**.
- There are tabs across the top of the page that allow you to access different functions within myPurduePlan (i.e., **Worksheets**, **Plans**, **Notes**, **GPA Calc**).

FAQ				Print			
Find	Student ID	Name	Degree	Major	Classification	Last Audit	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<div>Worksheets Plans Notes GPA Calc</div>							

☐ **Familiarize yourself with the Student Context Area.**

Look at the line of student data across the top of the page. This is called the **Student Context Area**.

Find	Student ID	Name	Degree	Major	Classification	Last Audit
	<input type="text"/>	<input type="text"/>	BA	English	Soph: 30 - 4	03/28/2013

The information in the **Student Context Area** includes:

- **Student ID:** Student's 9-digit PUID.
- **Name:** If you have multiple students selected, this is a dropdown list of all selected students.
- **Degree:** If the student has multiple degrees, this is a dropdown list of all degrees for that student.
- **Major:** The student's primary major for the chosen degree.
- **Classification:** The student's classification (i.e., sophomore, junior, etc.).

How do I view and interpret degree worksheet?

☐ Learn how to use the **myPurduePlan Worksheets** tab to view or process new **degree worksheets**.

To access this screen, select the student you wish to process. This will automatically take you to the **Worksheet** screen. The **student context area** information will be displayed in the fields at the top of the window once the student has been selected. To process a new worksheet for the student select the **Process New** button.

The screenshot displays the myPurduePlan Worksheets interface. At the top, there are navigation tabs: **FAQ**, **Print**, and **Log Out**. Below these are search fields for **Find Student ID**, **Name**, **Degree** (BS), **Major** (Biochemistry), **Classification** (Soph: 45 - 5), and **Last Audit** (Today). A yellow callout box points to the **Worksheets** tab, stating "This is the myPurdue Plan worksheet." The **Worksheets** tab is selected, showing options for **Plans**, **Notes**, and **GPA Calc**. Below these are buttons for **View**, **Save as PDF**, and **Process New** (highlighted with a red box). A **Format** dropdown is set to **Student View**. A **Academic History** link is also visible. The **What If** and **Look Ahead** sections are on the left. The **Legend** section includes checkboxes for **Complete**, **Not Complete**, **Complete except for classes in-progress**, **Nearly complete - see advisor**, **TR Transfer Class**, **WIP Work In-Progress**, **@ Any course number**, and *** Prerequisite Required**. The **PPRD Degreeworks** section shows **Student View** for AA549552 as of 07/29/2013 at 17:59. It displays student information: **Student ID**, **Overall GPA** (3.85), **Academic Standing** (Continued Good Standing), **College** (College of Agriculture), **Level** (Undergraduate), **Advisors**, and **Confidential**. It also shows **Degree** (Bachelor of Science), **Program** (College of Agriculture), **Major** (Biochemistry), **Minor** (Spanish), and **Concentration**. A **Degree Progress** bar shows **Requirements** at 39%. At the bottom, it states **Degree in Bachelor of Science**, **Catalog Term** (Fall 2012), **Credits Required** (132), **GPA** (3.85), and **Credits Applied** (72). It also notes **Unmet conditions for this set of requirements**: 132 credits are required. You currently have 72, you still need 60 more credits. **Major Requirements** are still needed, with a link to **See Major in Biochemistry** section. A green checkmark indicates **You meet the minimum GPA requirement**.

The **myPurduePlan worksheet** shows a review of past, current and "planned" coursework and also provides information regarding completed and outstanding requirements necessary to complete a degree/major/minor/concentration. The worksheet also contains an **Academic History** link that allows the student to review course work completed by term.

What-If worksheets allow students to hypothetically change a major, minor, or concentration. The **What If** worksheet will show the coursework that is required for this major, minor, or concentration, what courses have been taken that satisfy requirements, and what courses are still needed to meet outstanding requirements.

Look Ahead worksheets allow the student to create a worksheet showing courses that he or she plans to register for during future terms.

☐ Learn how to view a student's academic history.

To view academic history, click on the academic history tab found in the upper-center of the screen.

This screenshot shows the same myPurduePlan Worksheets interface as the previous one, but with the **Academic History** link highlighted by a red box. The **Process New** button is also highlighted with a red box. The **Worksheets** tab is still selected, and the **Format** dropdown is set to **Student View**. The **Academic History** link is located in the upper-center of the screen, below the **Process New** button.

The student's academic history will be displayed.

Academic History AA549552 as of 07/29/2013 at 17:59					
Student				Level	Undergraduate
ID				Degree	Bachelor of Science
Classification	Soph: 45 - 59 hours			College	College of Agriculture
Advisors				Major	Biochemistry
Overall GPA	3.850			Minor	Spanish
Summer 2012					
HIST	15100	Amer Hist To 1877	TR	3	Electives section
Transferred from AP0707 - Advance Placement - CEEB					
HIST	15200	U S Since 1877	TR	3	
Transferred from AP0707 - Advance Placement - CEEB					
Term Attempted	6	Cumulative Attempted	6		
Term Earned	6	Cumulative Earned	6		
Term Quality Points	0	Cumulative GPA Quality Points	0		
Term Graded Attempted	0	Cumulative Graded Attempted	0		
Term GPA	0.000	Cumulative GPA	0.000		
Fall 2012					
AGR	10100	Intd To Agr And Purdue-Honors	A+	0.5	
AGR	11500	Intro To BCHM Programs	A	0.5	
BCHM	10000	Intro Biochemistry	B	2	
BIOL	12100	Biol I Divrs Ecol Behv	A	2	
BIOL	13500	First Year Biology Lab	A	2	Electives section
CHM	11500	General Chemistry	A	4	
ENGL	23100	Intro To Literature	TR	3	

☐ Learn how to read a *Worksheet*.

Student Information Block

The information in the block shown below is extracted from Banner. Information that is incorrect or incomplete needs to be changed in Banner in order for the Student Information block to be reflected here correctly.

Student View AA549552 as of 07/29/2013 at 17:59					
Student	Soph: 45 - 59 hours	Overall GPA	3.85	Degree	Bachelor of Science
ID		Academic Standing	Continued Good Standing	Program	College of Agriculture
Classification		College	College of Agriculture	Major	Biochemistry
Advisors		Level	Undergraduate	Minor	Spanish
Confidential		Concentration			

Legend

The legend below shows the meaning of the symbols that you will find in the degree worksheet. The legend information will appear at the top of the worksheet and also at the bottom.

Legend			
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	TR Transfer Class	@ Any course number
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	WIP Work In-Progress	* Prerequisite Required

Degree Progress Indicator

The **degree progress indicator** shows the percent of all requirements completed towards the degree.

Degree Progress	
Requirements	68%

Degree Block

The **degree block** is a *summary* of all of the requirements in the student's degree worksheet. It shows the total number of credits required for the degree, number of credits applied, overall GPA and catalog year.

Degree in Bachelor of Science		Catalog Term:	Fall 2012	Credits Required:	132
		GPA:	3.85	Credits Applied:	72
Unmet conditions for this set of requirements: 132 credits are required. You currently have 72, you still need 60 more credits.					
<input type="checkbox"/> Major Requirements	Still Needed: See Major in Biochemistry section				
<input checked="" type="checkbox"/> You meet the minimum GPA requirement					
<input type="checkbox"/> College of Agriculture Requirements					
<input type="checkbox"/> Additional Courses	Still Needed: See Additional Courses section				
<input checked="" type="checkbox"/> Social Science and Humanities					
<input type="checkbox"/> Written/Oral Communication	Still Needed: See Written or Oral Communication section				
<input type="checkbox"/> Multicultural Awareness and Intl Understanding	Still Needed: See Multicultural Awareness and Intl Understanding section				
<input type="checkbox"/> Capstone Experience	Still Needed: See Selective Requirements section				

Note: **Credits Applied = Completed + Work In-Progress + Registered Courses.**

Major Block

The major block is a summary of the requirements for the major. It shows the catalog term and the student's major GPA.

Major in Biochemistry		Catalog Term:	Fall 2012	Credits Required:	24
		GPA:	3.00	Credits Applied:	2
Unmet conditions for this set of requirements: 24 credits are required. You currently have 2, you still need 22 more credits.					
<input checked="" type="checkbox"/> Introduction to Biochemistry	BCHM 10000	Intro Biochemistry	B	2	Fall 2012
<input type="checkbox"/> Analytical Biochemistry	Still Needed: 3 Credits in BCHM 22100*				
<input type="checkbox"/> Experimental Design Seminar	Still Needed: 1 Credit in BCHM 29000				
<input type="checkbox"/> Analytical Biochemistry II	Still Needed: 2 Credits in BCHM 32200*				
<input type="checkbox"/> Molecules	Still Needed: 3 Credits in BCHM 36100* or 56100				
<input type="checkbox"/> Professional Development Seminar	Still Needed: 1 Credit in BCHM 39000				
<input type="checkbox"/> Metabolism	Still Needed: 3 Credits in BCHM 46200* or 56200				
<input type="checkbox"/> Macromolecular Machines	Still Needed: 3 Credits in BCHM 46300*				
<input type="checkbox"/> Biochemistry of Life Processes	Still Needed: 2 Credits in BCHM 46500*				
<input type="checkbox"/> Undergraduate Seminar	Still Needed: 1 Credit in BCHM 49000*				
<input type="checkbox"/> Research in Biochemistry	Still Needed: 3 Credits in BCHM 49800*				

Minor Block

The **Minor Block** is a summary of the requirements for the minor. It shows the catalog term and the student's minor GPA.

Minor in History		Catalog Term:	Spring 2012	GPA:	0.00
Unmet conditions for this set of requirements: A minimum of 6 credits are required at Purdue West Lafayette campus. You have taken 3 but need 3 more credits.					
<input type="checkbox"/> History Courses	HIST 30200	The US In The World	WIP	(3)	Fall 2012
Still Needed: 9 Credits in HIST 30000;69999					

Concentration Block

The **Concentration Block** is a summary of the requirements for the concentration. It shows the catalog term, concentration GPA, credits required, and credits applied. There also is a summary of the unmet conditions for the set of requirements.

Note: Not all programs have Concentration Blocks. The following is an example.

Concentration in Reading		Catalog Term:	Fall 2013	Credits Required:	38
		GPA:	3.28	Credits Applied:	21
Unmet conditions for this set of requirements: 17 Credits needed					
<input checked="" type="checkbox"/> Intro to Educational Technology And Computing	EDCI 27000	Intro Ed Tech	A	3	Spring 2014
<input checked="" type="checkbox"/> Multiculturalism And Education	EDCI 28500	Multiculturalism & Edu	A+	3	Summer 2014
<input checked="" type="checkbox"/> Media For Children	EDCI 31100	Media For Children	WIP	(3)	Spring 2015
<input type="checkbox"/> Social Studies In The Elementary School	Still Needed: 1 Class in EDCI 36100*				
<input checked="" type="checkbox"/> Literacy In The Primary Classroom	EDCI 32500	Literacy In Primary Classroom	A-	3	Fall 2014
<input type="checkbox"/> Literacy In The Intermediate Classroom	Still Needed: 1 Class in EDCI 32600*				
<input type="checkbox"/> Literacy In The Elementary School II	Still Needed: 1 Class in EDCI 36300*				

Fallthrough Block

The **fallthrough block** contains the courses that are not used to fulfill specific degree requirements. These courses do not count in the Degree GPA.

Fallthrough Courses					Credits Appl
ANSC 22100	Princ Of Animal Nutr	B	3	Spring 2013	
ANSC 24500	Appl Animal Mgmt	B+	2	Spring 2013	
CHEM C1010	Elementary Chemistry I	A	3	Fall 2012	
Satisfied by: CHEMC1010 - Elementary Chemistry I - Indiana Purdue Univ/Indpls					
COM 25600	Intro To Advertising	A	3	Fall 2012	
GER G1170	Beginning German I	A	3	Fall 2012	
Satisfied by: GERG1170 - Beginning German I - Indiana Purdue Univ/Indpls					
MATH 00010	Intro To Algebra	A	3	Fall 2012	
Satisfied by: MATH00010 - Intro To Algebra - Indiana Purdue Univ/Indpls					
MATH 00100	Intro To Algebra	A	4	Fall 2012	
Satisfied by: MATH00100 - Intro To Algebra - Indiana Purdue Univ/Indpls					
PSY B1040	Psychology As A Social Science	A	3	Fall 2012	
Satisfied by: PSYB1040 - Psychology As A Social Science - Indiana Purdue Univ/Indpls					

Insufficient Block

The **Insufficient Block** includes all courses that fall below the minimum grade requirements. These may include courses with grades of W (Withdraws), I (Incomplete), F (Failing) and courses that have been retaken which are excluded.

Insufficient Grades			Credits Applied: 0	Classes Applied: 4
HIST 10400	Intro To Modern World	F	0	Spring 2012
PTGS 10200	Portuguese Level II	F	0	Spring 2012
SLHS 22700	Elements Linguistics	W	0	Fall 2011
STAT 11300	Statistics & Society	F	0	Spring 2012

In Progress Block

The **In Progress Block** includes all courses for which the student is registered. Note: WIP = Work In Progress.

In-progress			Credits Applied: 16	Classes Applied: 6
AD 22600	History Of Art To 1400	WIP	3	Fall 2012
ARAB 10100	Std Arabic Level I	WIP	3	Fall 2012
GS 30000	Lib Arts Influentials	WIP	1	Fall 2012
HIST 30200	The US In The World	WIP	3	Fall 2012
POL 22200	Wom Pol And Publ Pol	WIP	3	Fall 2012
POL 34800	East Asian Politics	WIP	3	Fall 2012

Not Counted

Courses that are **Not Counted** in a degree worksheet are specific courses that do not meet degree requirements, such as courses that are greater than 10-years-old, courses not allowed to meet degree requirements (e.g., lower level math classes may not be used for credit in engineering programs), remedial classes, etc.

Not Counted			Credits Applied: 81		Classes Applied: 27	
BIOL 21200	Social Impact Biol Sci	Maximum number of classes exceeded -	A	3	Spring 1998	
COM 11400	Fundament Of Speech	Maximum number of classes exceeded	A	3	Summer 1994	
CPT 15400	Intro Information Sys	Maximum number of classes exceeded -	A	3	Fall 1992	
CS 11000	Intro To Computers	Maximum number of classes exceeded -	A	3	Spring 1992	
ECON 21000	Prin Of Economics	Maximum number of classes exceeded	A	3	Fall 1992	

How do I process a What-If worksheet?

- ☐ Learn how to use the *What-If* worksheet.

What-If worksheets allow you to process hypothetical degree worksheets for a student using their current class history. To access the What-If screen, click the What-If tab located on the Worksheet.

You can review a student's worksheet against the requirements for a different major, minor, concentration, degree, catalog year or any other selectable item on the **What-If worksheet** screen.

Note: The following data elements are required to ensure a complete worksheet is populated: **Level, Degree, Catalog Term, Major, College**.

To generate a **What-If worksheet**, select the requirements to review the student against. The selected items will be moved to the window on the right. To deselect an item from the window, highlight the item then click the **Remove** button located below the window. Click on the **Process What-If** button. The What-If worksheet will display.

When generating the requirement criteria for a **What-If worksheet**, it is important to make sure that only valid combinations are entered in the requirement selection criteria drop-down list boxes.

Note: The [Click here for myPurduePlan What-If Help](#) link provides step-by-step instructions on how to process a What-If Worksheet.

FAQ Print Log Out

Find Student ID Name Degree Major Classification Last Audit

BS Biochemistry Soph: 45 - 5 06/25/2013

Worksheets Plans Notes GPA Calc

Worksheets Format: Student View Process What-If Save as PDF

What-If

[Click here for myPurduePlan What-If Help](#)

Look Ahead

Level Undergraduate Degree Bachelor of Science Catalog Term Fall 2012

Choose Your Different Areas of Study

Select an item to add it to your Chosen Area of Study

Major Pick a Major Minor Pick a Minor College Pick a College Concentration Pick a Concentration

Chosen Areas of study

Remove

Choose Your Future Classes

Enter a course and click Add Course

Subject Number Add Course

Courses you are considering

Remove Course

How do I add/modify advising notes using the Notes tab?

The **Notes** feature allows advisors to document academic comments on student records. Notes can be entered as public or internal (not viewable to the student.) The **Notes** section is available for students to view at the bottom of the worksheet. Advisors with access to **Notes** can **View, Add, and Modify Notes**. The Office of the Registrar staff will be able to assist in cases where **Delete Notes** is needed.

- ☐ Learn how to view **myPurduePlan Notes**.
 - Click **View Notes** function to view notes. All **Notes** are stamped with the date and person's name that created the **Note**.

Find	Student ID	Name	Degree	Major	Classification	Last Audit
			BS	Biochemistry	Soph: 45 - 5	Today

Worksheets Plans **Notes** GPA Calc

View Notes

Add Note

Note Text	Created By	Create Date
Student was advised to register for the courses listed on the Planner.	Ferkis, Mary Ann	07/29/2013

- Advisors will see all notes (internal and public) displayed on the worksheet. A checkmark next to a note indicates that the note is internal (not viewable to the student). In the picture below, Note 1 is internal and Note 2 is public.

View Notes	
Internal	Note Text
<input checked="" type="checkbox"/>	Student was advised to consider financial aid consequences before withdrawing from any course.
<input type="checkbox"/>	Student and advisor discussed student's career plans.

- ☐ Learn how to add **myPurduePlan Notes**. (Prior to utilizing the Notes option on Student Worksheets, please refer to the FERPA regulations for any clarification: <http://www.purdue.edu/registrar/FERPA/index.html>)

- Click the **Add Note** button on the left side of the page. This will bring up the **Add New Note** text box. You have the option to flag a note as **internal** (which will not display for the student to view). If you wish to annotate an internal note, place a check mark in the box below.

Add New Note

Enter your note and click the Save Note button

☒ Not available to student

- Enter the text for your note using the predefined notes or enter a note manually.

Add New Note

Enter your note and click the Save Note button

Choose a predefined note from the list below

Choose a predefined note from the list below

Student was advised to register for the courses listed on the Planner.

Student and advisor discussed student's career plans.

Student was advised to apply for graduation by the official deadline.

Student was advised to consider financial aid consequences before withdrawing from any course.

Student was advised to...

Clear

- Click **Save Note**.
- Advisors will be able to view all notes for each student on the Worksheet regardless of whether they are internal or external



Notes			
Internal		Entered by	Date
	Student was advised to register for the courses listed on the Planner.	Schaffer, Sandra Elaine	01/21/2015
✓	Student and advisor discussed student's career plans.	Thomas, Dorcas A	12/10/2014
	Student was advised to consider financial aid consequences before withdrawing from any course.	Schaffer, Sandra Elaine	10/23/2014

- Students will only be able to view the external notes on their Worksheet

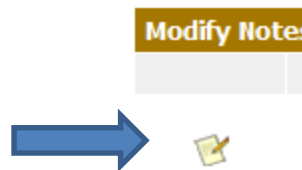
Notes			
		Entered by	Date
	Student was advised to register for the courses listed on the Planner.	Schaffer, Sandra Elaine	01/21/2015
	Student was advised to consider financial aid consequences before withdrawing from any course.	Schaffer, Sandra Elaine	10/23/2014

□ Learn how to modify **myPurduePlan Notes**.

- Click **Modify Notes** function on the left side of the page to update notes that you created. Advisors cannot modify notes created by other users.

Modify Notes			
Internal	Note Text	Created By	Create Date
	<input type="checkbox"/> Student was advised to register for the courses listed on the Planner.	Schaffer, Sandra Elaine	01/21/2015
	<input type="checkbox"/> Student was advised to consider financial aid consequences before withdrawing from any course.	Schaffer, Sandra Elaine	10/23/2014

- Make updates to the note and click on the Modify Notes icon to save.



How do I use the GPA Calculator tab?

☐ Learn how to use the Graduation Calculator.

The **Graduation Calculator** can be used to show the student what average GPA they will need to achieve with the remaining credits that are still needed in order to achieve their desired final GPA. In some cases, this calculator will be useful to inform the student that their desired GPA is not possible to achieve (considering their number of credits remaining). In short, this calculator helps students to set long-term general goals.

Enter the following data values into the vacant fields as below and press **Calculate**.

- Current GPA - auto populates
- Credits Remaining
- Credits Required
- Desired GPA

FAQ				Print	
Student ID	Name	Degree	Major	Classification	Last Audit
		BA	Film/Video & Thtr Produc	Soph: 30 - 4	06/25/2013
<div>Worksheets Plans GPA Calc</div>					
<div>Graduation Calculator</div>					
Term Calculator				Current GPA 3.88	
				Credits Remaining 61	
				Credits Required 126	
Advice Calculator				Desired GPA 3.90	
<div>Calculate</div>					

The result shows the student the average GPA needed for the credits remaining.

FAQ				Print	
Student ID	Name	Degree	Major	Classification	Last Audit
		BA	Film/Video & Thtr Produc	Soph: 30 - 4	06/25/2013
<div>Worksheets Plans GPA Calc</div>					
<div>Graduation Calculator</div>					
Term Calculator				Current GPA 3.88	
				Credits Remaining 61	
				Credits Required 126	
Advice Calculator				Desired GPA 3.90	
<div>You need to average a 3.92 over your final 61 Credits to graduate with your desired GPA.</div>					
<div>Recalculate</div>					

☐ **Learn how to use the Term Calculator.**

The **Term Calculator** is the most specific calculator. It can be used for goal-setting as well as mapping paths to avoid probation, achieve honors, etc.

Enter data into the vacant fields as below and press Calculate.

Note: a student's current classes and credits will prepopulate into the form.

If you wish to change class or grade information, simply click **Recalculate** and the original screen will again be presented for you to make changes. When you click **Calculate**, the revised information will be displayed.

FAQ				Print	
Student ID	Name	Degree	Major	Classification	Last Audit
		BA	Film/Video & Thtr Produc	Soph: 30 - 4	06/25/2013
<div>Worksheets Plans GPA Calc</div>					
Graduation Calculator					
Term Calculator					
Advice Calculator					
				Current GPA	3.88
				Credits Earned So Far	32
			Credits	Grade	
ENGL 20500		3		A [4.00]	
Class 2				A+ [4.00]	
Class 3				A+ [4.00]	
Class 4				A+ [4.00]	
Class 5				A+ [4.00]	
Class 6				A+ [4.00]	
Class 7				A+ [4.00]	
Class 8				A+ [4.00]	
Class 9				A+ [4.00]	
Class 10				A+ [4.00]	
Calculate					

The calculation will show the student what his or her new GPA will be at the end of the term by achieving the grades entered.

FAQ				Print		Log Out
Student ID	Name	Degree	Major	Classification	Last Audit	
		BA	Film/Video & Thtr Produc	Soph: 30 - 4	06/25/2013	
<div>Worksheets Plans GPA Calc</div>						
Graduation Calculator						
Term Calculator						
Advice Calculator						
				Current GPA	3.88	
				Credits Earned So Far	32	
Class		Credits	Grade		Calculated GPA	
ENGL 20500		3	A 4.00		3.89	
By achieving the grades listed here, your GPA at the end of the term will be 3.89						
Recalculate						

☐ **Learn how to use the Advice Calculator.**

The **advice calculator** is used to determine how the student can raise/lower their GPA using actual grades as advice.

Enter the value into the vacant fields as shown below and press **Calculate**.

- Current GPA - auto populates
- Credits Earned - auto populates
- Desired GPA

FAQ				Print	
Student ID	Name	Degree	Major	Classification	Last Audit
		BA	Film/Video & Thtr Produc	Soph: 30 - 4	06/25/2013
<div>Worksheets Plans GPA Calc</div>					
Graduation Calculator					
Term Calculator					
Advice Calculator					
				Current GPA	3.88
				Credits Earned	32
				Desired GPA	3.90
				Calculate	

The calculation will show the student what GPA is needed to attain his or her desired results.

FAQ				Print	
Student ID	Name	Degree	Major	Classification	Last Audit
		BA	Film/Video & Thtr Produc	Soph: 30 - 4	06/25/2013
<div>Worksheets Plans GPA Calc</div>					
Graduation Calculator					
Term Calculator					
Advice Calculator					
				Current GPA	3.88
				Credits Earned	32
				Desired GPA	3.90
To achieve your desired GPA, you need one of the following:					
7 Credits at 4.00 (A+) grade average					
7 Credits at 4.00 (A) grade average					
Note: Results that would require you to take more than 150 Credits have been omitted.					
Recalculate					