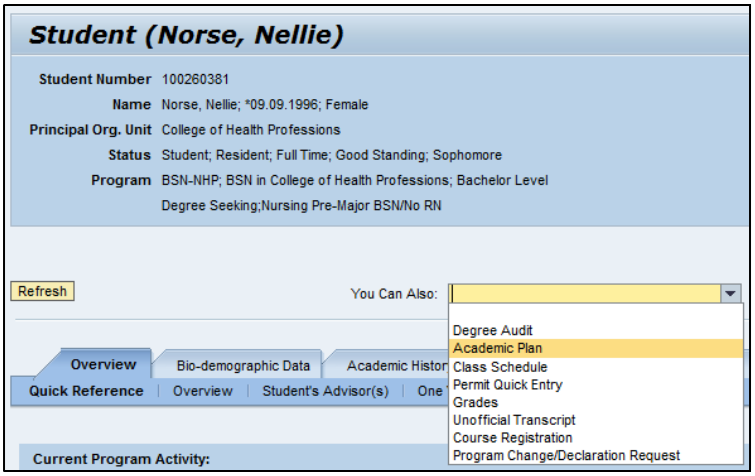
NKU | OFFICE OF Information Technology

Academic Plan – Advisor View

Advisors can access a student's Academic Plan from myNKU and/or the student's Degree Audit.

First, search for the student in the Academic Advising tab, then select **Academic Plan** from the "You Can Also" dropdown. The Academic Plan will load in a new window.



The top of the page will show the student name, as well as the number of holds and/or deficiencies on their account. Click the information icon to view more information.

On the left side, there are five buttons:

+Term: Add a term to the Academic Plan
(Clear) Plan: Remove all planned courses and guidelines in future terms
PDF: Export the plan as a PDF
Excel: Export the plan as an Excel workbook
Show Archive: Show/hide previous academic terms

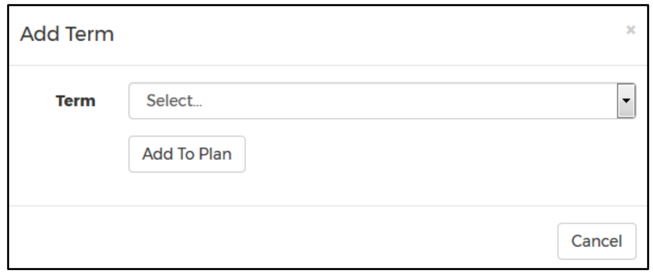
Questions?
Contact the IT Help Desk at https://inside.nku.edu/it/help.html or (859) 572-6911.

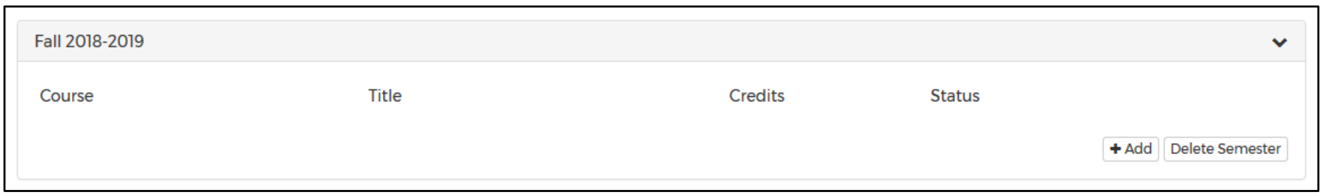
Updated: 5/7/2018

Adding a Term

To add a term to the Academic Plan, click the **Term** button at the top of the page. This will allow you to select a term from a dropdown.

The term is then added to the Academic Plan, with options to add a class to the term, or delete the semester.

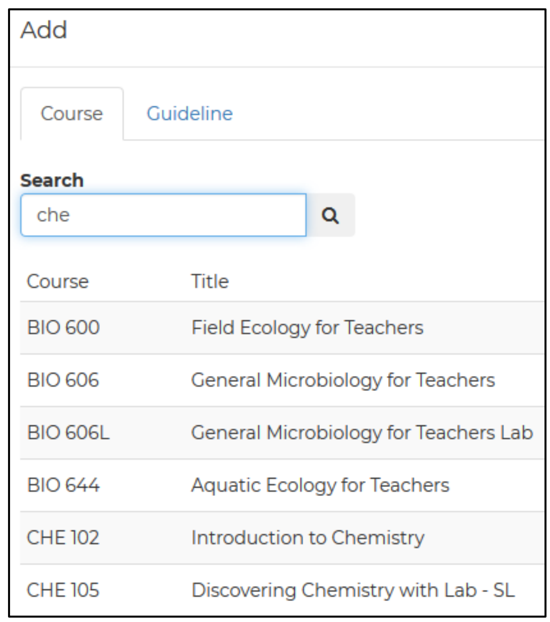




Adding a Course

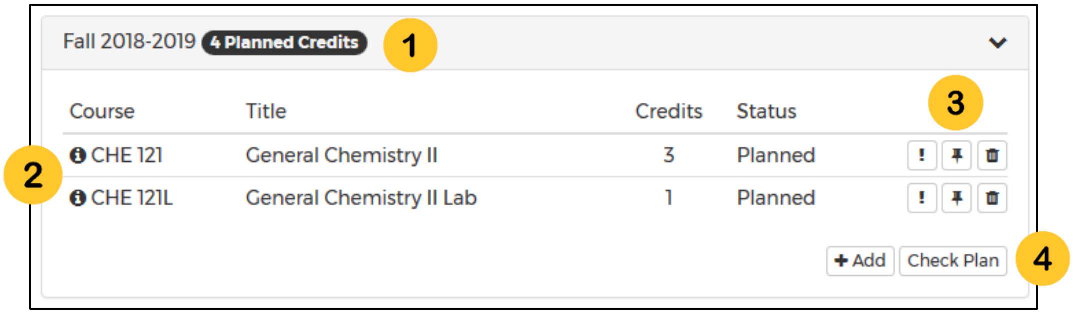
Click the **Add** button at the bottom right of a term to add a course. This will open a dialog box where you can search for courses.

You can search using the course abbreviation or by keyword. Searching by "che" will show the results below. Notice that several BIO course are shown, since "che" will also return the keyword "tea<u>che</u>rs". Choose the appropriate course by clicking **Add** on the right side of the results.



Notes on Adding Courses

- When a course is added, a notification will be shown if it has already been taken
- Students cannot remove items from the Academic Plan that the Advisor has added
- Courses cannot be removed from the Academic Plan after the semester has passed



Courses are added to the selected term, showing the Course, Title, Number of Credits, and Status. The status will show as "Planned" when added from the Academic Plan, and will appear again if/when the student enrolls in the course, this time showing as "Booked". Additionally, if the student adds the course, it will show as "Planned (Student)".

There are several icons in the Term area:

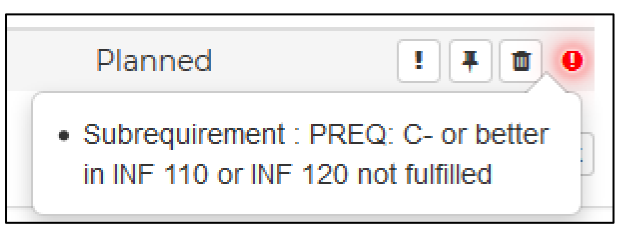
① The number of credits planned for the term.

② Click the information icon to show the course description.

③ Three icons show for each course:

- Exclamation Point. Use to mark a course as Important.
- Pin. Use to suggest a section of the course for the student. A dialog box will appear, allowing you to choose the section from a list.
- Trash Can. Remove the course.

④ Check Plan. Check to see if the planned courses have a prerequisite or co-requisite. Icons will appear to the right of each course that can be clicked to view the courses needed. The system will also check if the requirements have been added as planned courses.

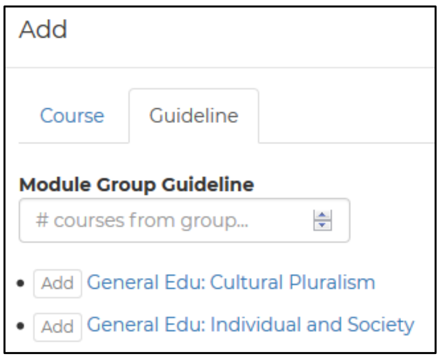


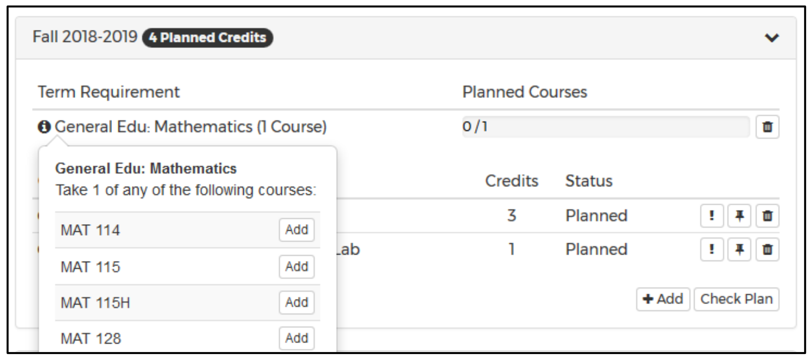
Term Guidelines

Advisors can also add a term guideline to the Academic Plan, allowing the student to choose the actual course to be added.

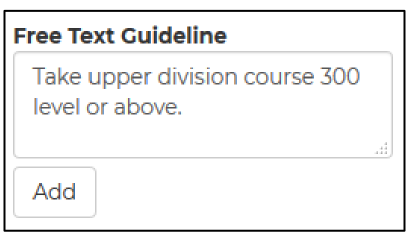
On the **Add Course** section, select the **Guideline** tab. Use the **Module Group Guideline** to select the number of courses to add.

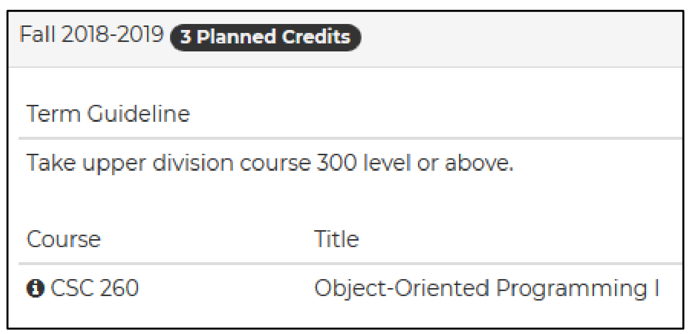
Select the group to be added, and it will appear on the Academic Plan in a section above the other courses. The student can then click the guideline and choose a course to add.





Advisors may also manually add a guideline using free text. Manually added guidelines will show in the Term Guideline section, and will also appear as a message to the student.





Questions?

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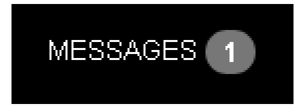
Messages

Advisors can add messages to the Academic Plan. Access it from the toolbar at the top of the page.



When a new message is added to the list, a notification for the student appears at the top of the page. Messages can be removed if needed, but cannot be removed once they are viewed by the student.