Academic Plan

Your Academic Plan is shared by you and your Advisor to map out your academic career at NKU.

Academic Plan

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Student ID: 100001234

Holds: 2 ℹ

+ Term | 🗑 Plan | ⬇ PDF | ⬇ Excel | Show Archive

The top of the page will show your name, Student ID, as well as the number of holds and/or deficiencies on your 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. Courses added by your advisor will not be removed.
PDF: Export the plan as a PDF
Excel: Export the plan as an Excel workbook
Show Archive: Show/hide previous academic terms

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.

Add Term

Term   Select...

Add To Plan

Cancel

Fall 2018-2019

Course	Title	Credits	Status

+ Add | Delete 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.

Add

| Course | Guideline |

Search

che 🔍

Course	Title
BIO 600	Field Ecology for Teachers
BIO 606	General Microbiology for Teachers
BIO 606L	General Microbiology for Teachers Lab
BIO 644	Aquatic Ecology for Teachers
CHE 102	Introduction to Chemistry
CHE 105	Discovering Chemistry with Lab - SL

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
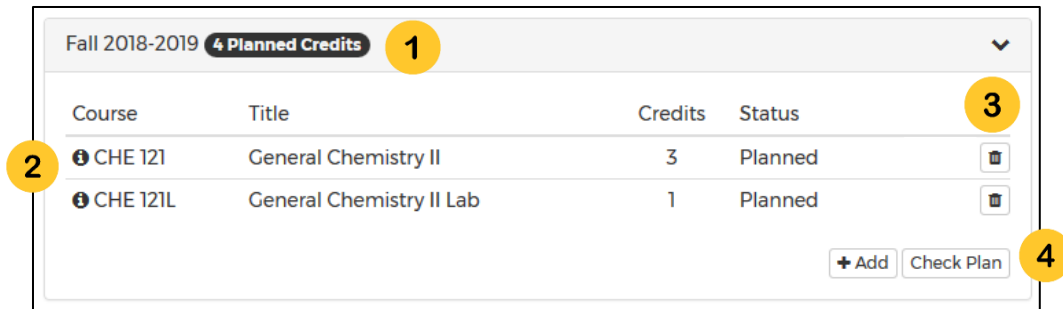
Courses are added to the selected term, showing the Course, Title, Number of Credits, and Status. The status will show as "Planned" when added from the Academic Plan (the status will show as "Planned (Advisor)" if your advisor added the course). A course will appear again if/when you enroll, this time showing as "Booked".

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 Trash Can. 🗑 Remove the course. If the course was added by your advisor, a lock icon 🔒 will appear, as students cannot remove courses added by the advisor.

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.
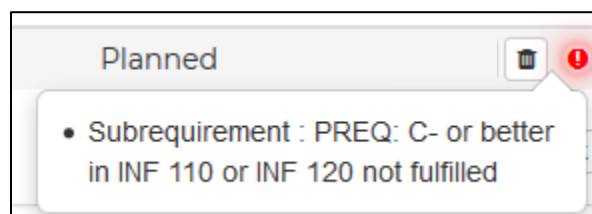
Term Guidelines

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

If your advisor adds a term guideline, it will appear above the other courses in a term. You can then click on the guideline and choose a course to add. They may also manually add a guideline, which will be a custom message that will show in the Term Guideline section as well as the Messages section.

Messages

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

When a new message is added to the list, a notification appears at the top of the page. Click to view your messages.