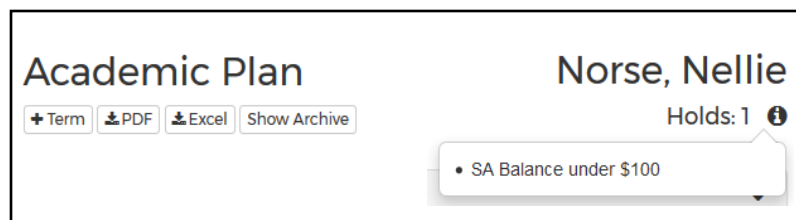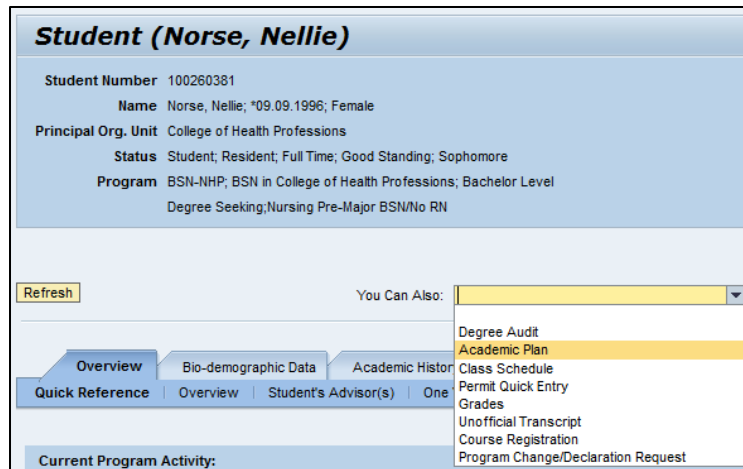# Academic Plan – Advisor View

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 four buttons:

> **+Term:** to add a term to the Academic Plan
> **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.

When searching, use the course abbreviation, not the course name. Choose the appropriate course by clicking **Add** on the right side of the results.

Add

Course Requirement

Search

che 🔍

Course	Title
CHE 102	Introduction to Chemistry
CHE 105	Discovering Chemistry with Lab - SL
CHE 112	Chemistry and Society - NS

Notes on Adding Courses

- When a course is added, a notification will be shown if it has already been taken
- Students and Advisors cannot remove items from the Academic Plan that the other 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 change if/when the student enrolls in the course. 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. If the course was added by the student, a lock icon 🔒 will appear, as it cannot be removed 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.
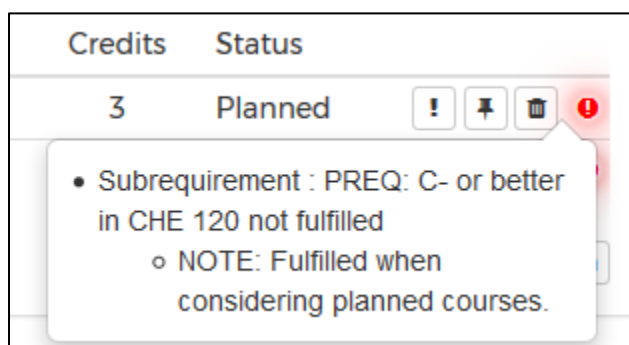
Term Requirements

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

On the **Add Course** section, select the **Requirement** tab. Use the **Requirement Course Count** to select the number of courses to add. The list of groups will appear after selecting the count.

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 on the requirement and choose a course to add.

Add

| Course | Requirement |

Requirement Course Count

| 1 | |

Search

Q Search course/grouping...

- General Edu: Cultural Pluralism Add
- General Edu: Individual and Society Add
- General Edu: Global Viewpoints Add
- General Edu: Culture & Creativity Group
- General Edu: Mathematics Add

Fall 2018-2019 **4 Planned Credits** ⌄

Term Requirement	Planned Courses
ⓘ General Edu: Mathematics (1 Course)	0 / 1 🗑

General Edu: Mathematics
Take 1 of any of the following courses:

	Credits	Status	
MAT 114 Add	3	Planned	! ⊤ 🗑
MAT 115 Add	Lab 1	Planned	! ⊤ 🗑
MAT 115H Add			✚ Add Check Plan
MAT 128 Add			

Messages

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

MESSAGES 1

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.

Messages

Q Search

Add Message

Sent	From	Subject		
2017-10-12 13:58:06	Viking,Victor	Added Courses	View	🗑
2017-10-06 15:48:09	Viking, Victor	Message	View	
2017-10-06 14:16:41	Viking, Victor	Registration	View	