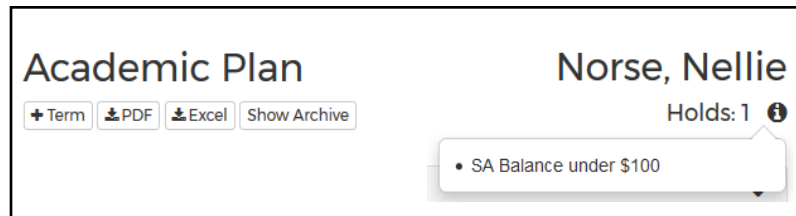


Academic Plan

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



The top of the page will show your name, 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 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.

A screenshot of the "Add Term" dialog box. It has a title bar "Add Term" with a close button. Inside, there is a "Term" label followed by a dropdown menu showing "Select..". Below the dropdown is an "Add To Plan" button. At the bottom right of the dialog is a "Cancel" button.A screenshot of the Academic Plan table for the Fall 2018-2019 term. The table has four columns: "Course", "Title", "Credits", and "Status". At the bottom right of the table are two buttons: "+ Add" and "Delete Semester".

| Course | Title | Credits | Status |
|-----------------------|-------|---------|--------|
| + Add Delete Semester | | | |

Questions?

Contact the IT Help Desk at <http://oit.nku.edu/help.html> or (859) 572-6911.

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

Questions?

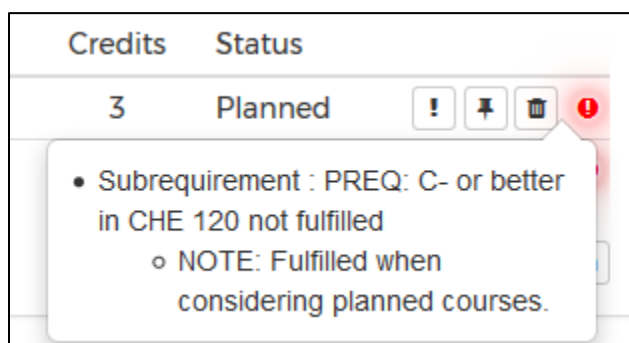
Contact the IT Help Desk at <http://oit.nku.edu/help.html> or (859) 572-6911.

| Course | Title | Credits | Status |
|----------|--------------------------|---------|---------|
| CHE 121 | General Chemistry II | 3 | Planned |
| CHE 121L | General Chemistry II Lab | 1 | Planned |

Courses are added to the selected term, showing the Course, Title, Number of Credits, and Status. The status will show as “Planned (Student)” when added from the Academic Plan, and will change if/when you enroll in the course.

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. This icon will appear if your advisor suggests that you register for a specific section of a course.
 - 🗑️ 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.



Questions?

Contact the IT Help Desk at <http://oit.nku.edu/help.html> or (859) 572-6911.

Term Requirements

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

If your advisor adds a term requirement, it will appear above the other courses in a term. You can then click on the requirement and choose a course to add.

Fall 2018-2019 **4 Planned Credits**

| Term Requirement | Planned Courses | | | | | | | | | |
|---|---|--|--------|--|---|---------|--|---|---------|--|
| General Edu: Mathematics (1 Course) Take 1 of any of the following courses: <ul style="list-style-type: none"> MAT 114 <input type="button" value="Add"/> MAT 115 <input type="button" value="Add"/> MAT 115H <input type="button" value="Add"/> MAT 128 <input type="button" value="Add"/> | 0/1 <input type="button" value="trash"/> | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th>Credits</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>3</td> <td>Planned</td> <td><input type="button" value="!"/> <input type="button" value="↕"/> <input type="button" value="trash"/></td> </tr> <tr> <td>1</td> <td>Planned</td> <td><input type="button" value="!"/> <input type="button" value="↕"/> <input type="button" value="trash"/></td> </tr> </tbody> </table> | Credits | Status | | 3 | Planned | <input type="button" value="!"/> <input type="button" value="↕"/> <input type="button" value="trash"/> | 1 | Planned | <input type="button" value="!"/> <input type="button" value="↕"/> <input type="button" value="trash"/> |
| Credits | Status | | | | | | | | | |
| 3 | Planned | <input type="button" value="!"/> <input type="button" value="↕"/> <input type="button" value="trash"/> | | | | | | | | |
| 1 | Planned | <input type="button" value="!"/> <input type="button" value="↕"/> <input type="button" value="trash"/> | | | | | | | | |
| | <input type="button" value="+ Add"/> <input type="button" value="Check Plan"/> | | | | | | | | | |

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.

Messages

| Sent | From | Subject | |
|---------------------|----------------|--------------|-------------------------------------|
| 2017-10-06 15:48:09 | Viking, Victor | Message | <input type="button" value="View"/> |
| 2017-10-06 14:16:41 | Viking, Victor | Registration | <input type="button" value="View"/> |

Questions?

Contact the IT Help Desk at <http://oit.nku.edu/help.html> or (859) 572-6911.