How to create an 8-semester plan using the yoUR degree audit planning tool

1. Go to the Registrar's main webpage (<u>http://www.rochester.edu/registrar/</u>) and click on the *Degree Audit* link on the right hand side of the screen.

Home	Registrar : Arts, Sciences & E	Engineering : University of Rochester
Rochester	Arts, Sciences and Engineering	SEARCH ROCHESTERLEDU Go
😭 ABOUT US 👻 DEPARTMENTS	5 - UNDERGRAD - GRADUATE - ADMISSIONS - OFFICES -	STUDENT LIFE 🔫
	Office of the University Reg	gistrar
Registrar Home	About	
Contact Us		
Academic Calendars	The registrar provides students with access to their academic records, enrollment and degree verifications, academic calendars, and exam schedules	Quick Links:
Registration	along with other important student data. Above are links to commonly used	Course Evaluations
Frequently Asked Questions	services provided by the Office of the University Registrar.	Online Registration
Office Directory	The mission of our office is to provide the highest level of service to the	Non-Matriculated Online
Academic Resources:	University community in an efficient and timely manner through the continued	Registration
Academic Opportunities	use of innovative and evolving technology.	Transcripts
Advising Services	Important Dates: Academic Calendar >	UID/PIN Request
Course Descriptions/Schedules	August 31, 2016 (Wednesday) - Classes begin at the College.	UR ACCESS Plus!
Learning Center	 August 31, 2010 (Wednesday) - Classes begin at the College. September 05, 2016 (Monday) - Labor Day (no classes). 	Degree Audit
Policies & Handbooks	 September 05, 2016 (Wonday) - Labor Day (no classes). September 21, 2016 (Wednesday) - Last date for students in the College 	

2. Click on the "*here*" hyperlink at the end of the first sentence on the Degree Audit webpage.

DEPARTMENTS	- UNDERGRAD - GRADUATE - ADMISSIONS - OFFICES - STUDENT
	Office of the University Registr
	Degree Audit
ars Questions	Degree Audits are available online for students any time <u>here</u> .

3. Sign into the U.Achieve Self Service portal with your NetID and password.

PAR NELIORA CARA CARA	
Welcome to u.achieve® Self Service	
Logout complete.	
User Name	
estewar3	
Password	
estewar3 Password Log in	

4. Once you have logged into the system, select the *Plans* tab from the Menu options at the top of the screen in order to enter the U.Direct Roadmap webpage.

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	Request an Audit							
	▼ Run Decla	red Programs:						
	1	School		Degree Pro	ogram			Title

5. You will then be prompted to sign in AGAIN with your NetID and password. Because you are using another part of the software to access *Plans*, it is necessary to validate your login information by signing in again.

Welcome to u.direct	
Please login to view roadmaps or create a plan	
User Name	
estewar3	
Password	
Log in	

6. Any plans that you have created will show on their *My Plans* tab. The first plan that you create will default as their preferred plan. If you wish to look at a plan, you can click on the link in the *Edit Plan* column. To create a plan, click the *Create a New Plan* tab.

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and a state	Program: No Declared Program Enter your comments for the "Private" field to create the private the pri									
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	3	k M	TH plan	Select.	\$	Aug 22, 2016	estew	ar3 PDF		
	* Indica	tes a plan w	ithout ass	ociated road	map					

7. You will now need to choose an intended major program from the list under *No Declared Program*.

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	*	Notification	is Sti	udents 🚽	Roadmaps -	Reports	s Security	
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			Term:	Spring	(02)		\$	
			Year:	2016				
		Years To Grad	duation:	4			\$	
A CONTRACTOR OF CONTRACTOR					Add Plan			

8. Click into the *No Declared Program* box in order to see all available options within the School of Arts and Sciences (AS), as well as within the Hajim School of Engineering (HSEAS).

My Plans Create a New Plan Choose a Degree Program Below Expand All / Collapse All 73UROCH AS CLST AAS AH AAH AAMS AH AH AMS ANT AAMS ANT AAMS ANT AAMS BBC BCB BCB BCB BCB BCB BCB CD BCS BCB CD BCS BCB CD BCS BCB CD BCS CD CC CCCCCCCCCC	Program: No D Catalog: Fall 2	eclared Program 016		
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 > CLST > AAS > AH > AMS > ANT > APM > ASL > ATH > BBC > BCB > BCD > BCS ~ BEB 	V 73UROCH			
 > AAS > AH > AMS > ANT > APM > ASL > ATH > BBC > BCB > BCS ~ BEB 	~ AS			
 > AH > AMS > ANT > APM > ASL > ATH > BBC > BCB > BCS ~ BEB 	> CLST			
 > AMS > ANT > APM > ASL > ATH > BBC > BCB > BCS ~ BEB 	> AAS			
 > ANT > APM > ASL > ATH > BBC > BCB > BCD > BCS ~ BEB 				
 > APM > ASL > ATH > BBC > BCB > BCD > BCS ~ BEB 				
> ASL > ATH > BBC > BCB > BCD > BCS ~ BEB				
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> BCS ~ BEB				
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	В	S. in Evolutionary Biology	& Ecology	

9. Clicking on an intended major from the dropdown list will move the program into the *Plan* section.

Expand All / Collapse All 73UROCH AS CLST AAS AAS AH AMS ANT APM ASL ATH BBC BCB BCD		Program: No D Catalog: Fall 2	eclared Program 016			
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> BBC > BCB > BCD						
> BCB > BCD						
B00		> BCD				
> BCS		> BCS				
V BEB		BEB				
B.S. in Evolutionary Biology & Ecology		> BET				

10. You will need to give the program a title (under *Plan Name*). Please be specific in titling the plan for accuracy and easy identification. You will also need to choose a start term and year. DUE TO CURRENT COMPLICATIONS WITH THE SYSTEM, YOU WILL NEED TO CHOOSE *SPRING 2017* AS YOUR FIRST TERM, UNTIL OTHERWISE INSTRUCTED. Click on *Add Plan* in order to start constructing an academic plan.

Program: No Declar Catalog: Fall 2016	d Program	
My Plans Cr	ate a New Plan	
Enter Plan I	formation Here:	
		e: Fall 2016
Plan Nam	BEB with cluster plan	>
Ter	Spring (02)	\$
Yea	r: 2017	
Years To Graduatio	1 : 4	\$
	Add Plan	

11. After clicking on the *Add Plan* button, the first step will be to add the two missing terms. Choose the "+" sign from the *Plan* column on the right hand side. Add *Fall 2016* and *Fall 2017* to your plan.

	Step 1: Click or tap a course to view more details about that course.	Step 2: Drag course into appropriate Term on your Plan.	Step 3: Use the "check" Plan button to check your Plan against the audit to ensure requirements are fulfilied as needed.		
	Hide Help				-
Audit: BEBBS Program: B.S. In Evolutionary Biology & Ecok Effective: Fall 2016 Expand All / Collapse All	available for this program. Ecology and Evolutionary Biology - 2015,2016 Year Roadmap, Fall 2017	s.	Plan: BEB with cluster plan PDF & E P PDF Graduation Goal GPA: Projected Cumulative GP/ Expand All / Collapse All	+	lours
	en renn en overn		> Spring 2017	0 Hours	Û
* NOT ALL REQUIREMENTS IDEN	TIFIED BELOW HAVE BEEN MET *	-	> Spring 2018	0 Hours	8
>		-	> Fall 2018	0 Hours	1
Evolutionary Biology & B Natural Sciences		-	> Spring 2019	0 Hours	Û
Class of 2017 and beyon Biological Science Majo			> Fall 2019	0 Hours	Û
V Upper-level Writing Req			> Spring 2020	0 Hours	Û
Introductory Courses			> Fall 2020	0 Hours	Û
Laboratory Experience Advanced Courses			> Fall 2021	0 Hours	1
Elective/Diversification Allied Field	END OF ANALYSIS	5			
Add Term	×	Add Terr	n	×	
Term: Fall	\$	Term:	Fall ‡	ŀ	
Year: 2016 ‡		Year: 2	2017 ‡		
OF	Cancel		OK Cance		

12. Scroll down to the bottom of the plan, and delete the *Fall 2020* and *Fall 2021* terms by clicking on the *Garbage Can* icon on the right hand side of the screen.

> Fall 2020	0 Hours
> Fall 2021	0 Hours
	\bigcirc

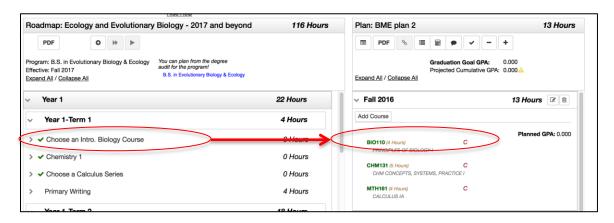
13. Now that your plan is set for 4 years, you can now mapping out the course schedule! You can plan in two ways: using the *Degree Audit* view to see which courses are needed to complete a particular degree, or using the *Roadmap* view (courses the department has recommended that students take in certain semesters). The Roadmap version is generally easier to use.

Hide Help
Audit: BEBBS
Program: B.S. in Evolutionary Biology & Ecology available for this program. Effective: Fall 2016 Ecology and Evolutionary Biology - 2015,2016, * Expand All / Collapse All Ecology and Evolutionary Biology - 2017 and bound 2 View Beadman, Fall 2017

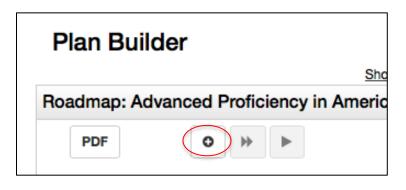
14. After deciding on a view, you can see the courses needed to complete your chosen major. You can also expand the text to see more information about any course. Drag a course to the right hand side of the screen in order to incorporate it into your plan.

	Hide Help		
Roa	dmap: Ecology and Evolutionary Biology - 2017	and beyond 129 Hours	Plan: BEB with cluster plan 0 Hours
[PDF O >> >>		■ PDF % \= \= > - +
Effect	am: B.S. in Evolutionary Biology & Ecology tive: Fall 2017 nd All / Collapse All B.S. in Evolutionary	1	Graduation Goal GPA: 0.000 Projected Cumulative GPA: 0.000 Expand All / Collapse All
~	Year 1	35 Hours	Fall 2016 0 Hours
~	Year 1-Term 1	17 Hours	Add Course
~	Choose an Intro. Biology Course	4 Hours	> Spring 2017 0 Hours
	BIO110 (4 Hours) PRINCIPLES OF BIOLOGY I		Fall 2017 O Hours
	BI0112 (4 Hours) PERSPECTIVES IN BIOLOGY I		Add Course
			> Spring 2018 0 Hours
~	Chemistry 1	5 Hours	> Fall 2018 0 Hours
	CHM131 (5 Hours) CHM CONCEPTS, SYSTEMS, PRACTICE I		> Spring 2019 0 Hours
~	Choose a Calculus Series	4 Hours	> Fall 2019 0 Hours
	MTH141 (4 Hours) CALCULUS I		> Spring 2020 0 Hours
	MTH161 (4 Hours) CALCULUS IA		

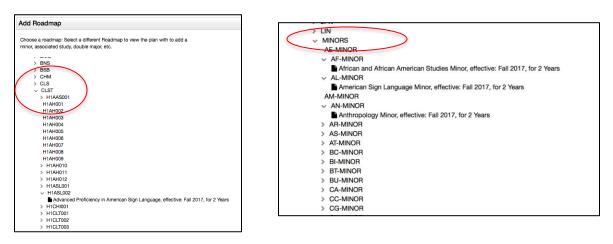
15. As you add courses to your plan, a green check mark will appear on the left hand side of the screen.



- 16. Keep in mind that the recommended semesters for major course work are only recommendations. If you would like to move particular courses into a non-recommended semester, that is fine. Coursework that is needed to complete pre-requisite requirements should be taken as early as possible in a student's academic career. If a student has AP, IB, or other transfer credit, it might already by checked off as completed in his or her plan.
- 17. Once you have completed major requirements, you may then add any other areas of interest to the plan. You can do so by clicking on the "+" sign, located at the top of the *Program* side of the plan.



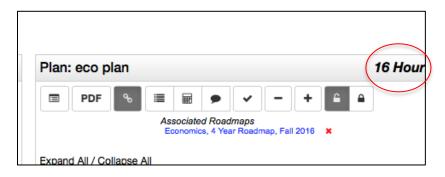
18. Clusters are located within the CLST dropdown list, while Minors are located within the MINORS dropdown list.



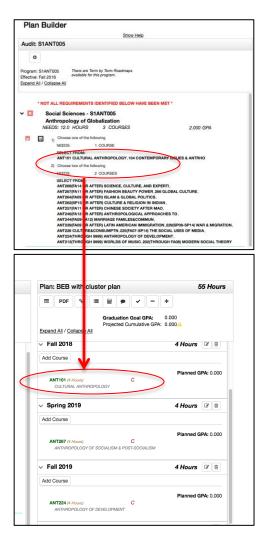
19. Once you have added an additional item to your plan, you can then drag the appropriate courses needed into your plan.

	Show Help	
Roadmap: Advanced Pr	oficiency in American Sign Language	12 Hour
PDF O	₩ ►	
Program: H1ASL002 You or	n also from the dearee	
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 Required: 		4 Hours
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ASL105 (4 Hours) INTERMEDIATE AMERIC	CAN SIGN LANGUAGE	
 Year 1-Term 2 		8 Hours
 Choose two of the following 	wing:	8 Hours
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ART OF TRANSLATION	L & ENGLISH	
ASL203 (4 Hours) ADVANCED ASL		
ASL201 (4 Hours)		
INTRODUCTION TO AS	ITERATURE	
ASL200 (4 Hours)		
SIGNED LANGUAGE ST	JCTURE	
ASL106 (4 Hours) INTERMEDIATE AMERIC		
Plan: BEB with clu	ter plan	43 Hours
		43 Hours
	ter plan	43 Hours
	Graduation Goal GPA: 0.000	43 Hours
	■ ● ✓ - +	43 Hours
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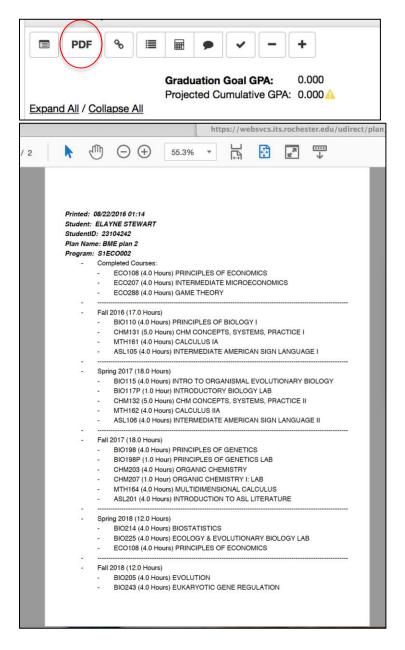
20. There is no limit to how many times you can add curriculum requirements. The number of credits listed in your plan will be displayed in the top right hand corner of the plan, and will continuously update as you add or delete items.



21. There are 2 ways to view the information for any major, minor, or cluster. There is the *Semester* view (which is the default screen) or the *Degree Audit* view.



22. When you have finished moving courses into your plan, you can view it in the format of a PDF file by clicking on the *PDF* button from the *Plan* tab on the right.



23. You can edit your plans at any point in time by logging back into the *Degree Audit* system. You can also build multiple plans to handle multiple educational objectives.

If you have any trouble, please email <u>elayne.m.stewart@rochester.edu</u>.