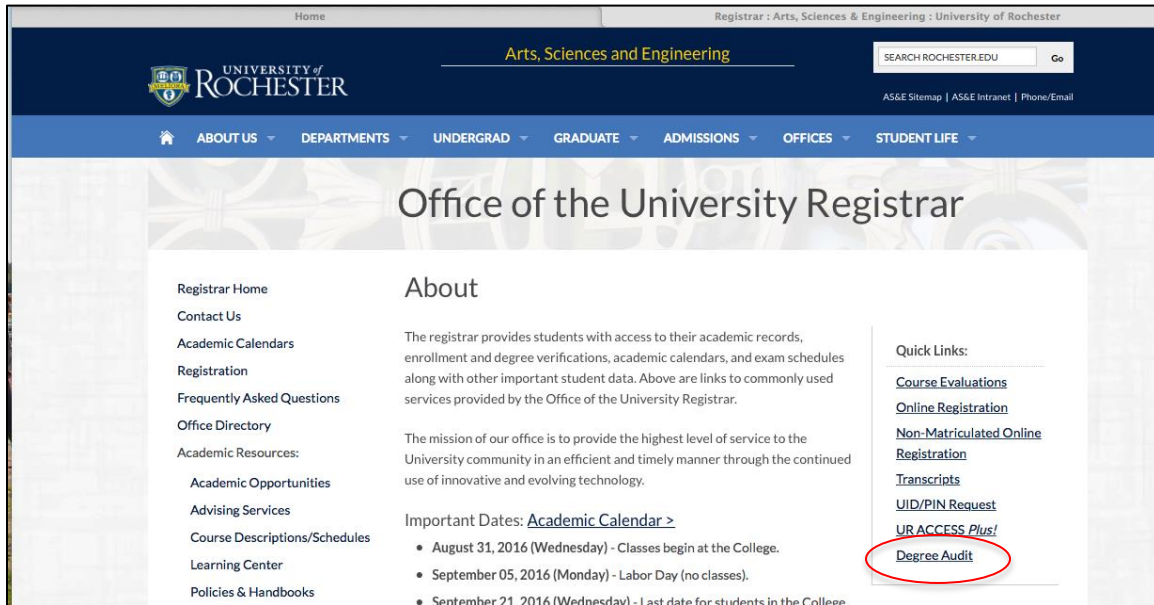
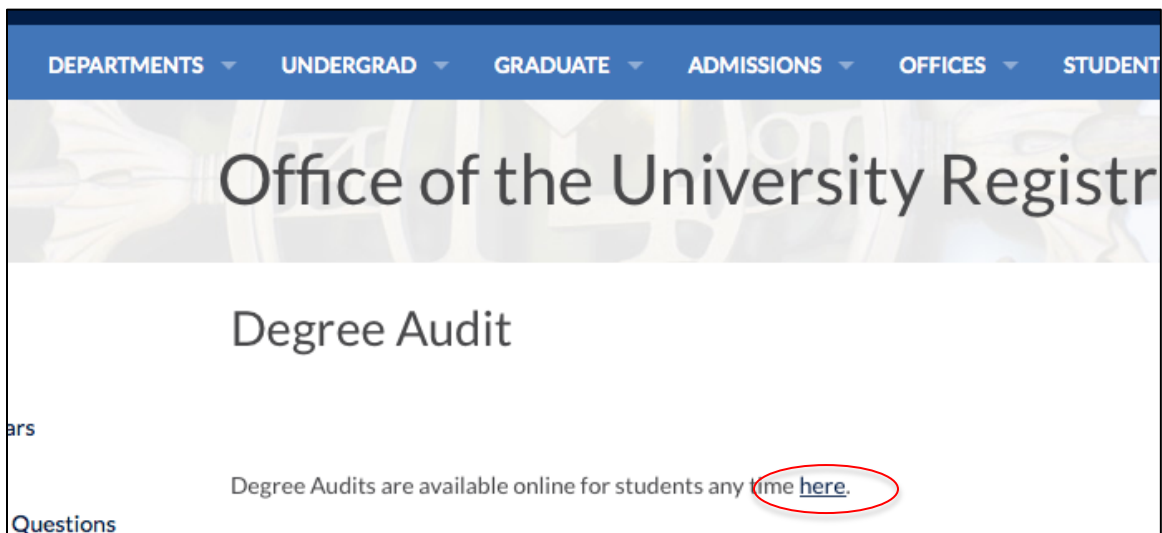


How to create an 8-semester plan using the yoUR degree audit planning tool

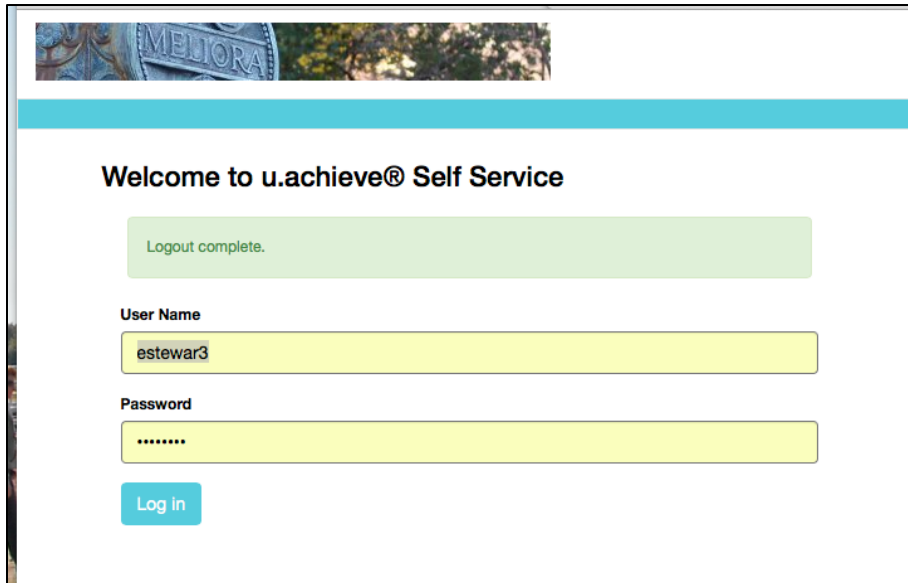
1. Go to the Registrar's main webpage (<http://www.rochester.edu/registrar/>) and click on the *Degree Audit* link on the right hand side of the screen.



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

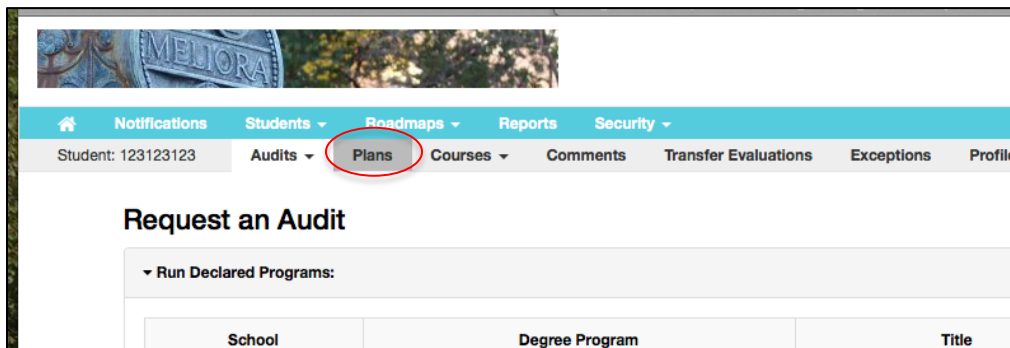


3. Sign into the U.Achieve Self Service portal with your NetID and password.



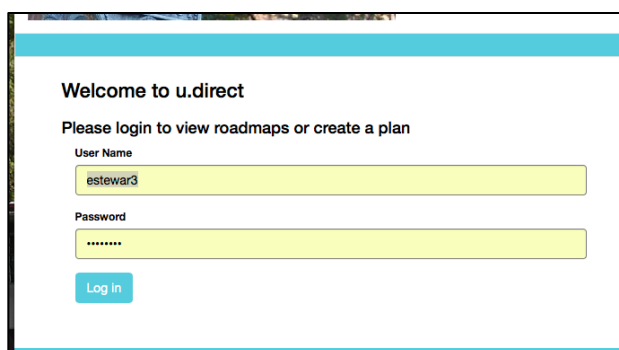
A screenshot of the u.achieve® Self Service login page. At the top, there is a banner with the word "MELIORA" on a stone tablet. Below the banner, the text "Welcome to u.achieve® Self Service" is displayed. A green message box says "Logout complete." Below this, there are two input fields: "User Name" with the text "estewar3" and "Password" with a masked password "*****". A blue "Log in" button is positioned below the password field.

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.



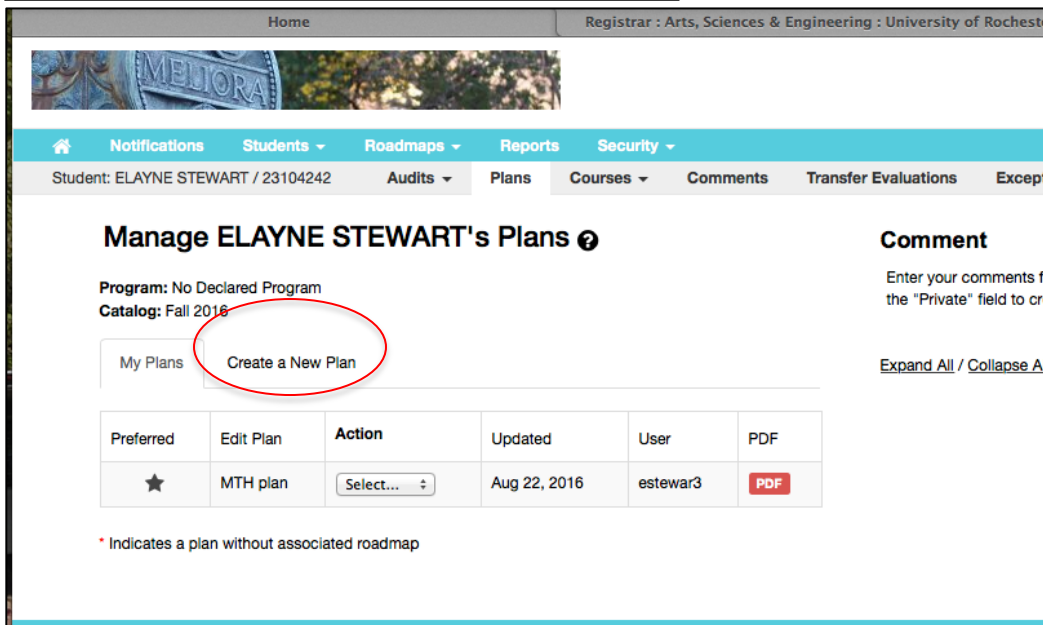
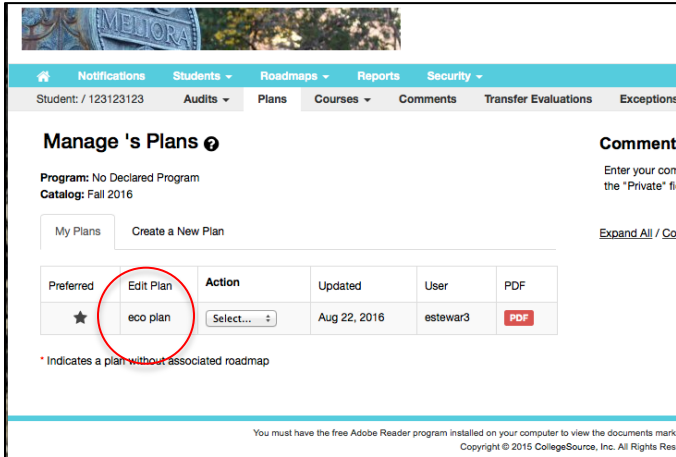
A screenshot of the u.direct application interface. At the top, there is a navigation menu with tabs: "Notifications", "Students", "Roadmaps", "Reports", and "Security". Below this, a secondary menu shows "Student: 123123123" and several options: "Audits", "Plans", "Courses", "Comments", "Transfer Evaluations", "Exceptions", and "Profile". The "Plans" tab is circled in red. Below the menu, the heading "Request an Audit" is visible, followed by a section titled "Run Declared Programs:" and a table with columns for "School", "Degree Program", and "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.



A screenshot of the u.direct login page. The heading "Welcome to u.direct" is at the top. Below it, the text "Please login to view roadmaps or create a plan" is displayed. There are two input fields: "User Name" with the text "estewar3" and "Password" with a masked password "*****". A blue "Log in" button is positioned below the password field.

- 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.



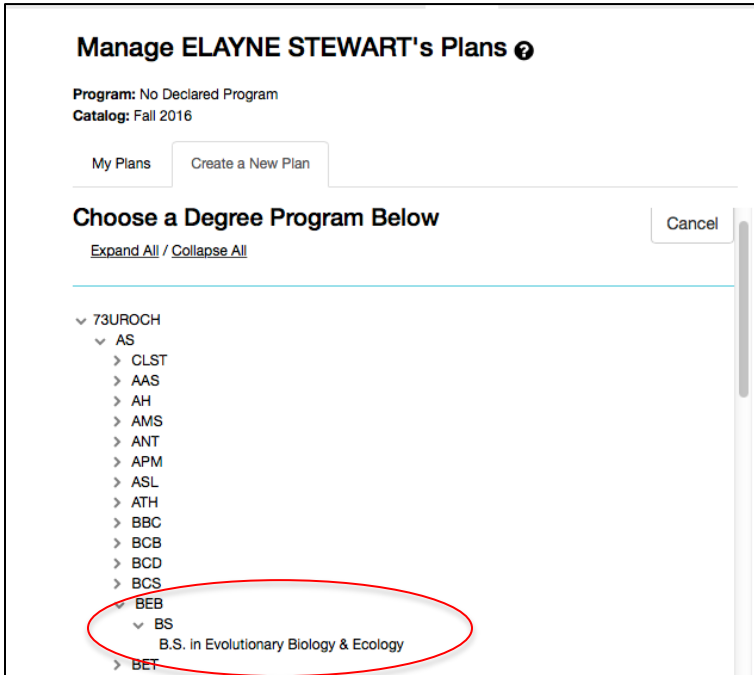
7. You will now need to choose an intended major program from the list under *No Declared Program*.

The screenshot shows the 'Manage ELAYNE STEWART's Plans' interface. At the top, there are navigation tabs: Notifications, Students, Roadmaps, Reports, and Security. Below these are sub-tabs: Audits, Plans, Courses, and Comments. The main heading is 'Manage ELAYNE STEWART's Plans'. Underneath, it says 'Program: No Declared Program' and 'Catalog: Fall 2016'. There are two buttons: 'My Plans' and 'Create a New Plan'. Below this is a section titled 'Enter Plan Information Here:'. The 'Program' dropdown is highlighted with a red circle and shows 'No Declared Program' selected. Other fields include 'Plan Name' (text input), 'Term' (dropdown menu showing 'Spring (02)'), 'Year' (text input showing '2016'), and 'Years To Graduation' (dropdown menu showing '4'). An 'Add Plan' button is at the bottom.

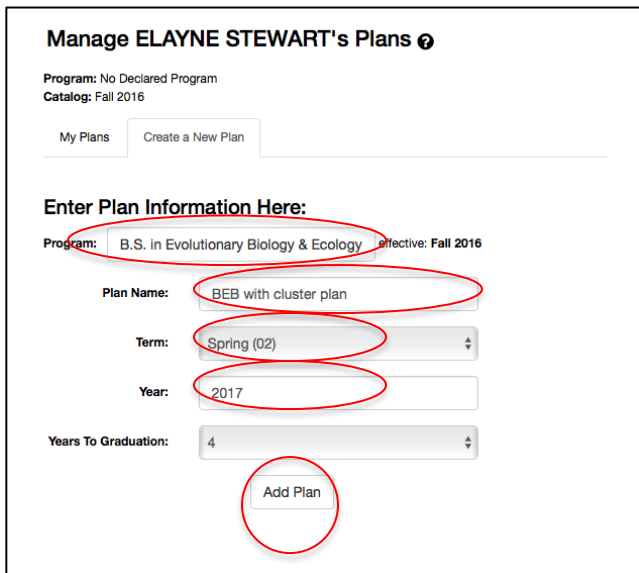
8. Click into the *No Declared Program* box in order to see all available options within the School of Arts and Sciences (AS), as well as within the Hajim School of Engineering (HSEAS).

The screenshot shows the 'Manage ELAYNE STEWART's Plans' interface with the 'Program' dropdown menu open. The dropdown is titled 'Choose a Degree Program Below' and has a 'Cancel' button. Below the title is a link 'Expand All / Collapse All'. The dropdown list shows a tree structure starting with '73UROCH', then 'AS' (School of Arts and Sciences), which is expanded to show a list of programs: CLST, AAS, AH, AMS, ANT, APM, ASL, ATH, BBC, BCB, BCD, BCS, BEB, BS (B.S. in Evolutionary Biology & Ecology), and BET.

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



- 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.



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.

Plan Builder

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 fulfilled as needed.

Audit: BEBBS

Plan: BEB with cluster plan **0 Hours**

Graduation Goal GPA: 0.000
Projected Cumulative GPA: 0.000

Evolutionary Biology & Ecology (BEB)
Natural Sciences
Class of 2017 and beyond
Biological Science Major GPA
Upper-level Writing Requirement
Introductory Courses
Laboratory Experience
Advanced Courses
Elective/Diversification
Allied Field

Spring 2017 0 Hours
Spring 2018 0 Hours
Fall 2018 0 Hours
Spring 2019 0 Hours
Fall 2019 0 Hours
Spring 2020 0 Hours
Fall 2020 0 Hours
Fall 2021 0 Hours

Add Term

Term: Fall
Year: 2016

Add Term

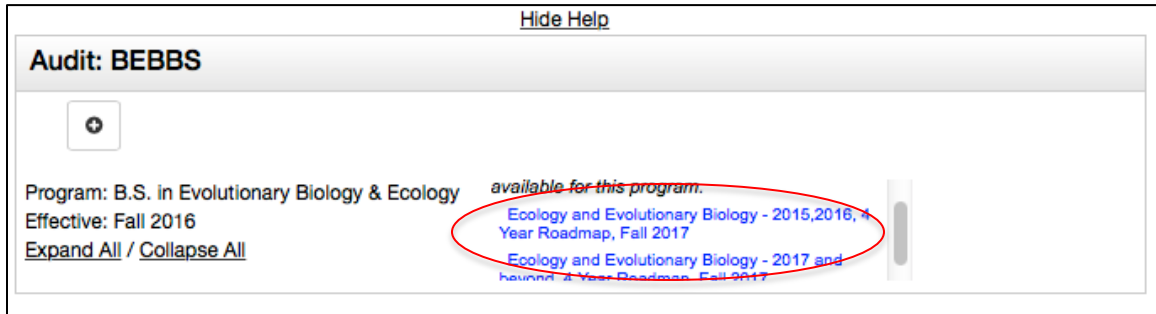
Term: Fall
Year: 2017

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.

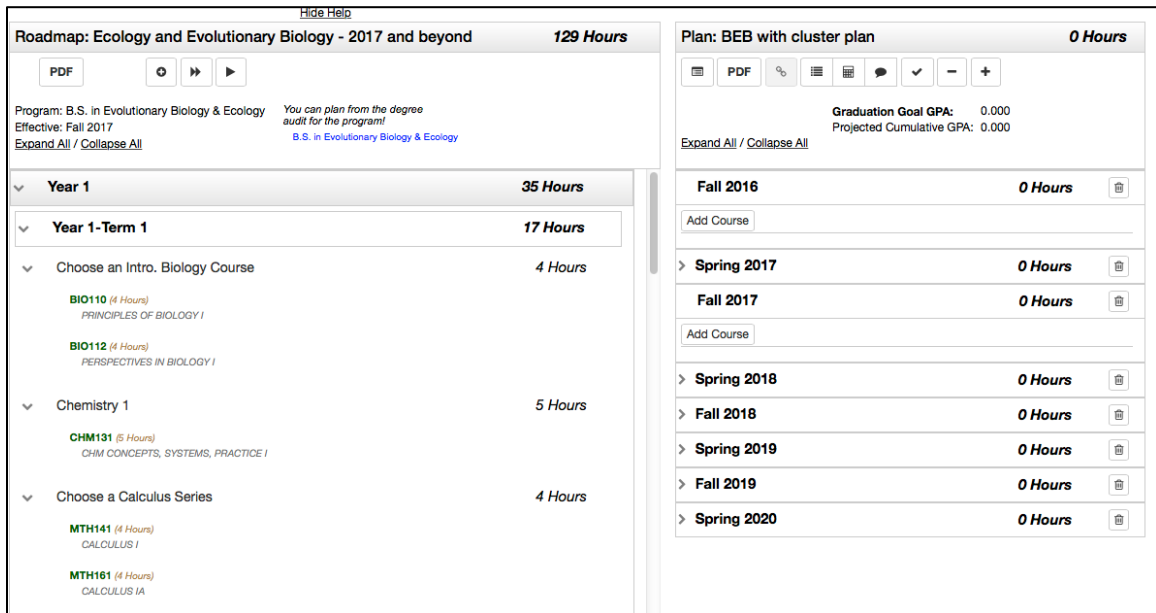
Fall 2020 0 Hours

Fall 2021 0 Hours

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.



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.



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

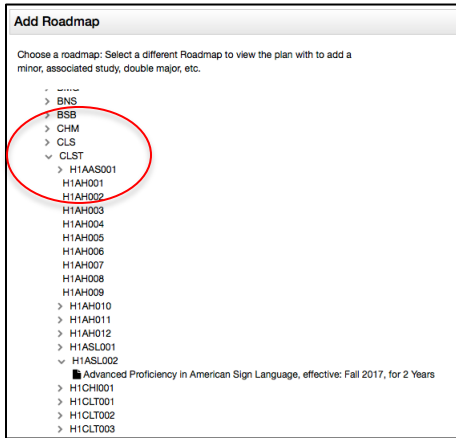
The screenshot displays two side-by-side panels in a course plan builder. The left panel, titled 'Roadmap: Ecology and Evolutionary Biology - 2017 and beyond' (116 Hours), shows a hierarchical view of requirements. Under 'Year 1 - Term 1' (4 Hours), the first item is 'Choose an Intro. Biology Course' (0 Hours), which is marked with a green checkmark. The right panel, titled 'Plan: BME plan 2' (13 Hours), shows a list of selected courses for 'Fall 2016'. The first course is 'BIO110 (4 Hours)' with a 'C' grade requirement, also marked with a green checkmark. A red oval highlights the 'Choose an Intro. Biology Course' item in the roadmap, and another red oval highlights the 'BIO110' course in the plan. A red arrow points from the first oval to the second, indicating the selection process.

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 be checked off as completed in his or her plan.

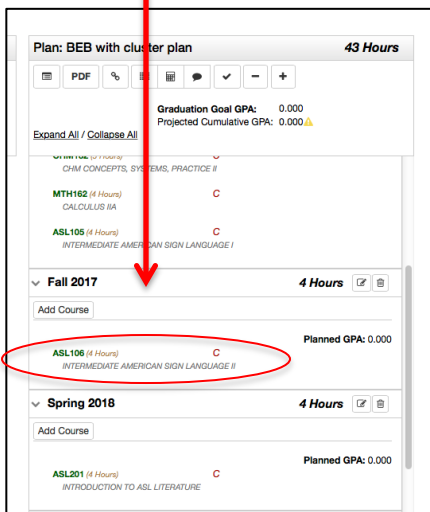
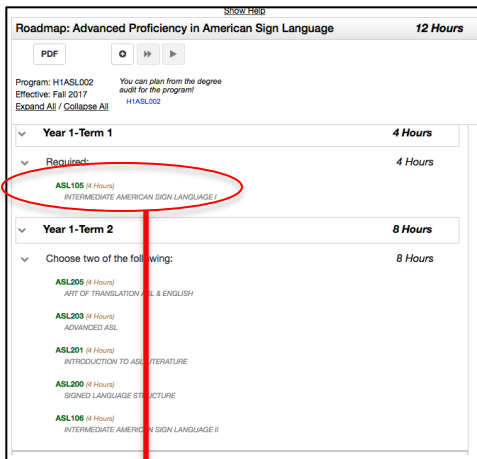
17. Once you have completed major requirements, you may then add any other areas of interest to the plan. You can do so by clicking on the "+" sign, located at the top of the *Program* side of the plan.

The screenshot shows the 'Plan Builder' interface. At the top, it says 'Plan Builder'. Below that, there's a section titled 'Roadmap: Advanced Proficiency in American'. In the navigation bar below the title, there are several buttons: 'PDF', a '+' sign, and two right-pointing arrows. A red oval highlights the '+' sign button, indicating where to click to add new areas of interest to the plan.

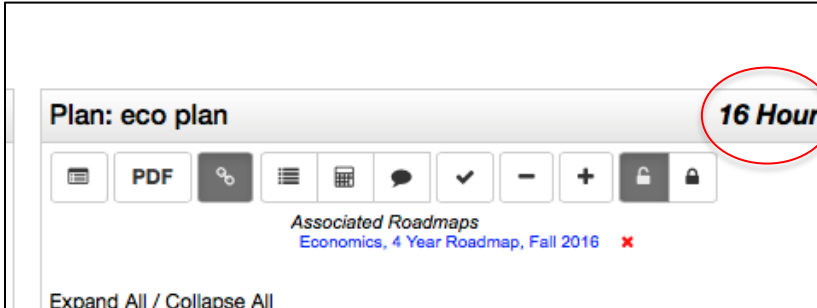
18. Clusters are located within the CLST dropdown list, while Minors are located within the MINORS dropdown list.



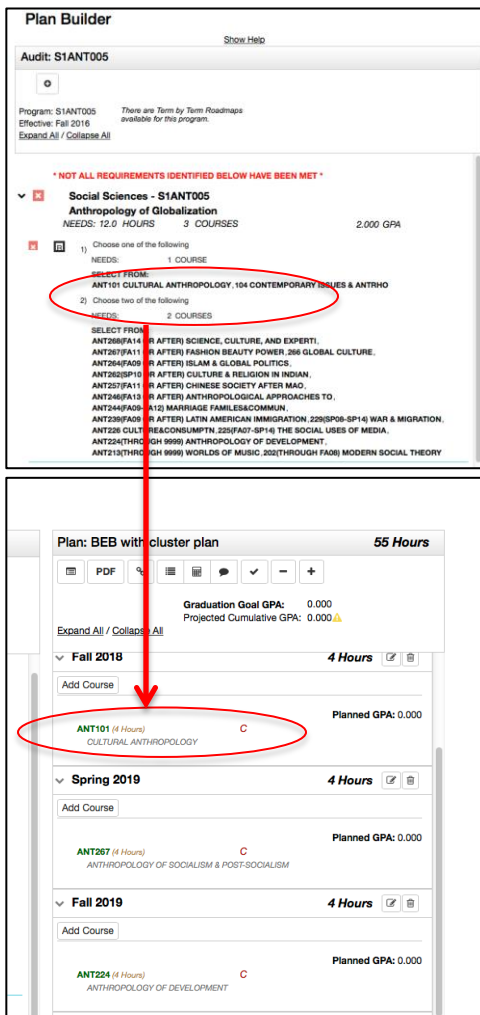
19. Once you have added an additional item to your plan, you can then drag the appropriate courses needed into your plan.



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.

The screenshot shows a web application interface. At the top, there is a navigation bar with several icons. The 'PDF' icon is circled in red. Below the navigation bar, the text 'Graduation Goal GPA: 0.000' and 'Projected Cumulative GPA: 0.000' is displayed. Below this, there is a link 'Expand All / Collapse All'. The main content area shows a list of courses for a student named ELAYNE STEWART. The list is organized by semester and includes completed courses and courses for Fall 2016, Spring 2017, Fall 2017, Spring 2018, and Fall 2018.

Printed: 08/22/2016 01:14
 Student: ELAYNE STEWART
 StudentID: 23104242
 Plan Name: BME plan 2
 Program: S1ECO002

- Completed Courses:
 - ECO108 (4.0 Hours) PRINCIPLES OF ECONOMICS
 - ECO207 (4.0 Hours) INTERMEDIATE MICROECONOMICS
 - ECO288 (4.0 Hours) GAME THEORY
- Fall 2016 (17.0 Hours)
 - BIO110 (4.0 Hours) PRINCIPLES OF BIOLOGY I
 - CHM131 (5.0 Hours) CHM CONCEPTS, SYSTEMS, PRACTICE I
 - MTH161 (4.0 Hours) CALCULUS IA
 - ASL105 (4.0 Hours) INTERMEDIATE AMERICAN SIGN LANGUAGE I
- Spring 2017 (18.0 Hours)
 - BIO115 (4.0 Hours) INTRO TO ORGANISMAL EVOLUTIONARY BIOLOGY
 - BIO117P (1.0 Hour) INTRODUCTORY BIOLOGY LAB
 - CHM132 (5.0 Hours) CHM CONCEPTS, SYSTEMS, PRACTICE II
 - MTH162 (4.0 Hours) CALCULUS IIA
 - ASL106 (4.0 Hours) INTERMEDIATE AMERICAN SIGN LANGUAGE II
- Fall 2017 (18.0 Hours)
 - BIO198 (4.0 Hours) PRINCIPLES OF GENETICS
 - BIO198P (1.0 Hour) PRINCIPLES OF GENETICS LAB
 - CHM203 (4.0 Hours) ORGANIC CHEMISTRY
 - CHM207 (1.0 Hour) ORGANIC CHEMISTRY I: LAB
 - MTH164 (4.0 Hours) MULTIDIMENSIONAL CALCULUS
 - ASL201 (4.0 Hours) INTRODUCTION TO ASL LITERATURE
- Spring 2018 (12.0 Hours)
 - BIO214 (4.0 Hours) BIostatISTICS
 - BIO225 (4.0 Hours) ECOLOGY & EVOLUTIONARY BIOLOGY LAB
 - ECO108 (4.0 Hours) PRINCIPLES OF ECONOMICS
- Fall 2018 (12.0 Hours)
 - BIO205 (4.0 Hours) EVOLUTION
 - BIO243 (4.0 Hours) EUKARYOTIC GENE REGULATION

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 elayne.m.stewart@rochester.edu.