



UC Denver Staff Training Guide Planner

Table of Contents

Staff Access	3
Getting Started	6
Creating a New Plan	6
Creating a Different Plan for What If Scenario	8
Managing Multiple Plans	10
The Planner: Sections and Icons	11
Plan Sections	11
Plan Icons	12
1: Full Degree Audit with Planned Courses	13
2: Printable PDF	15
3: Associated Roadmap	16
4: Plan Section with Completed Courses, In Progress and Transfer	16
5: Check Planned Courses against Degree Audit	17
6: Remove All Courses	17
7: Add Terms	18
8: Unlock Plan/Not Approved	18
9: Lock Plan/Approved Courses	19
10: Edit Courses	20
11: Trashcan	21
12: Unlock Individual Term/ Not Approved Term	21
13: Lock Individual Term/ Approved Term	22
14: Apply Courses to Scheduler	22
Planning from Degree Audit	23
FAQs	28
When I first create a plan, what if I'm seeing Program: No title?	28
How do I add a summer term when creating a new plan?	28
Will there be an alert for pre-requisites and co-requisites while planning?	29
Some classes are offered during specific semesters, will the Planner alert course availability by term?	29
Does an actual class need to be listed for general electives?	29
Why is the printable PDF not listing in progress or registered courses?	30



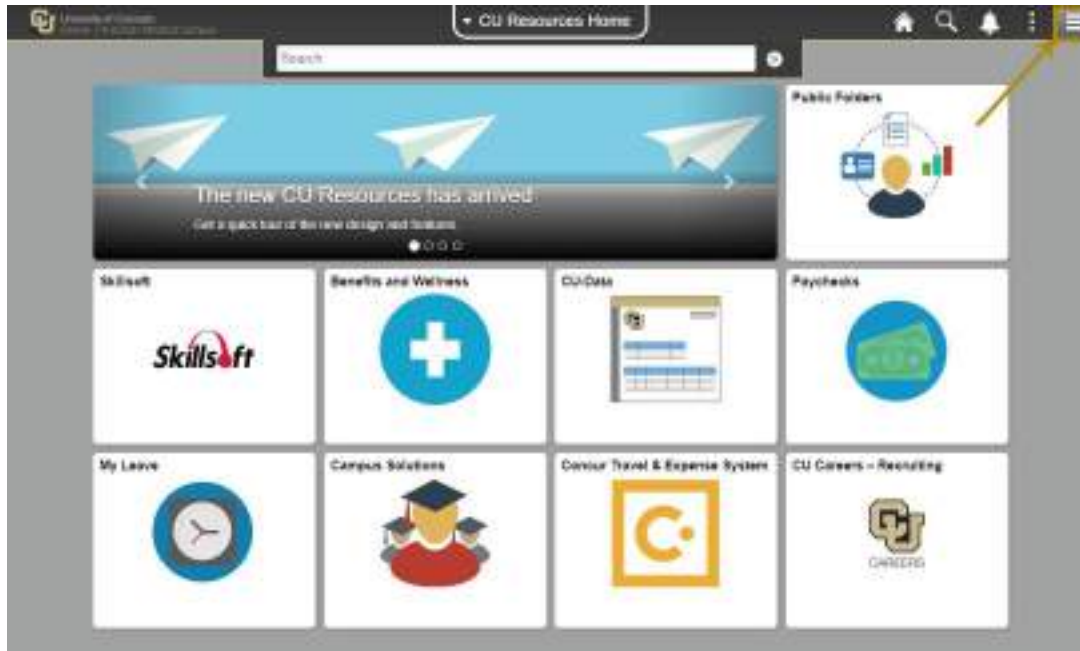
<u>How do I add more hours to variable credit hour courses like internships?</u>	<u>30</u>
<u>Will I be alerted of repeats if I somehow add the same course to more than one term?</u>	<u>31</u>
<u>I'm trying to lock a student's Plan, but the lock icon does not appear?</u>	<u>32</u>
<u>Can future planned terms be applied to Schedules?</u>	<u>32</u>
<u>I am trying to apply planned courses to Schedules, but the calendar icon does not appear?</u>	<u>32</u>



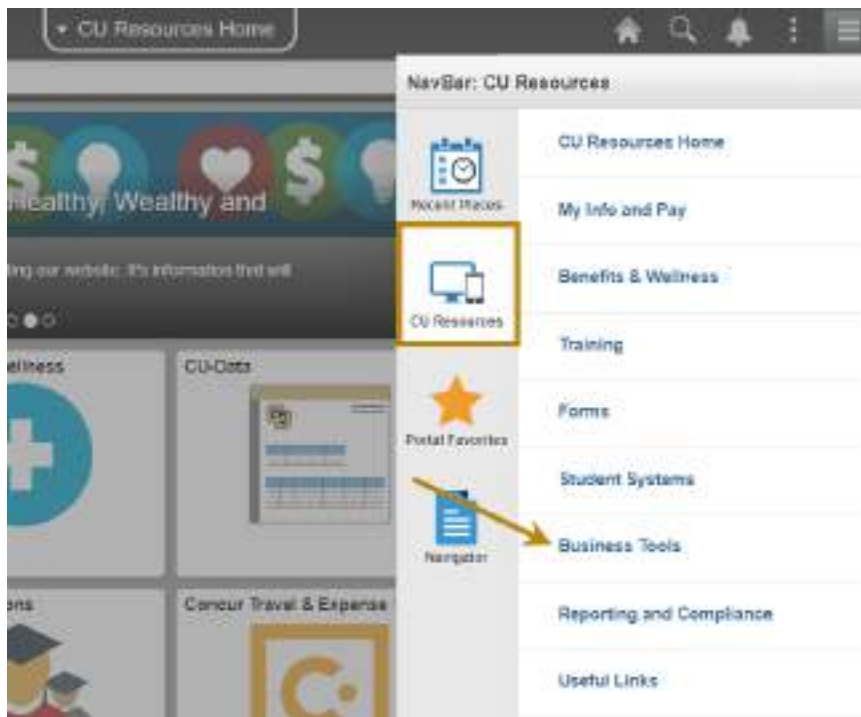
Staff Access

Staff can access **Plans** through the Degree Audit.

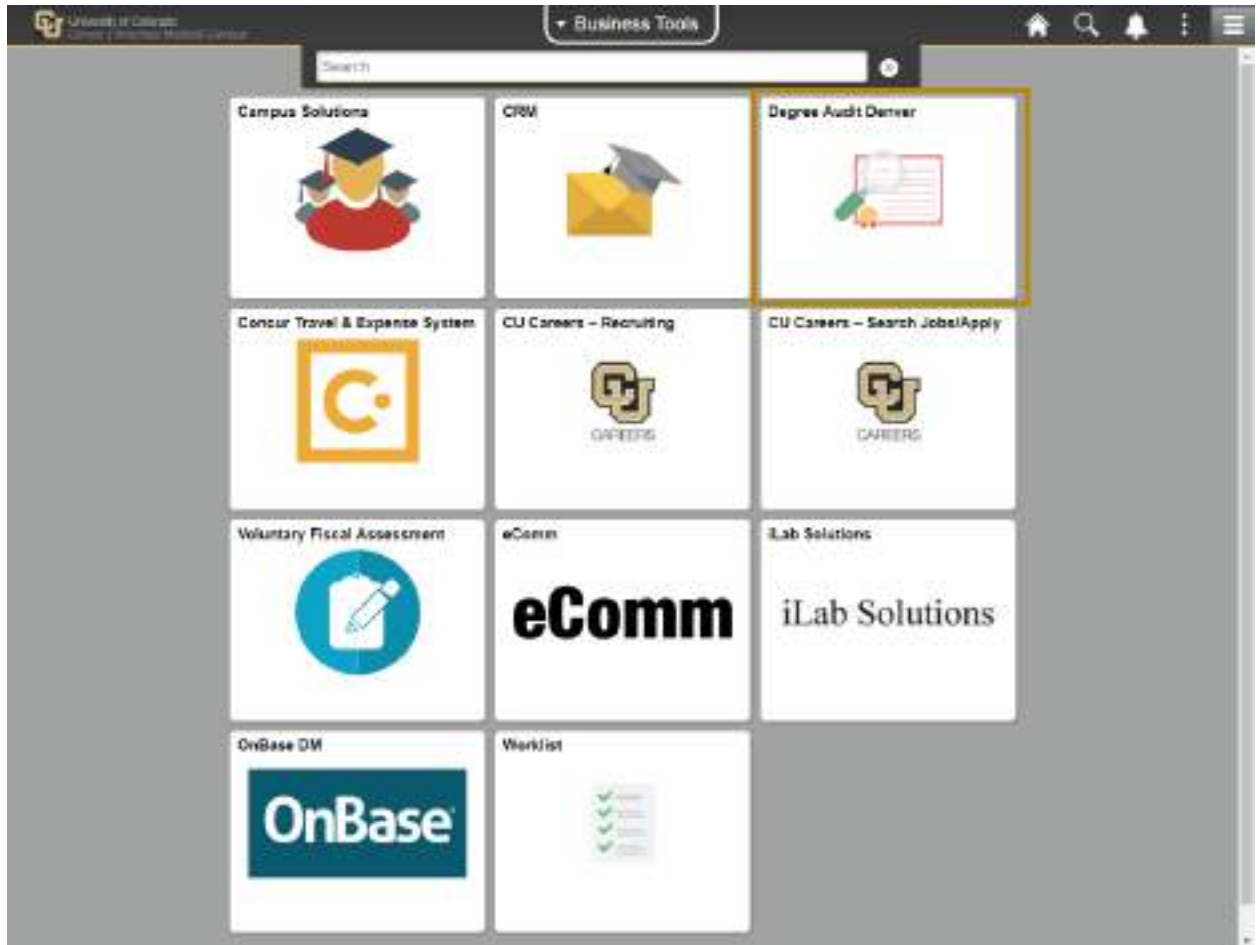
1. Go to **UCDAccess** and click on the **NavBar** in the upper right hand corner



2. Click on **CU Resources** and then select **Business Tools**



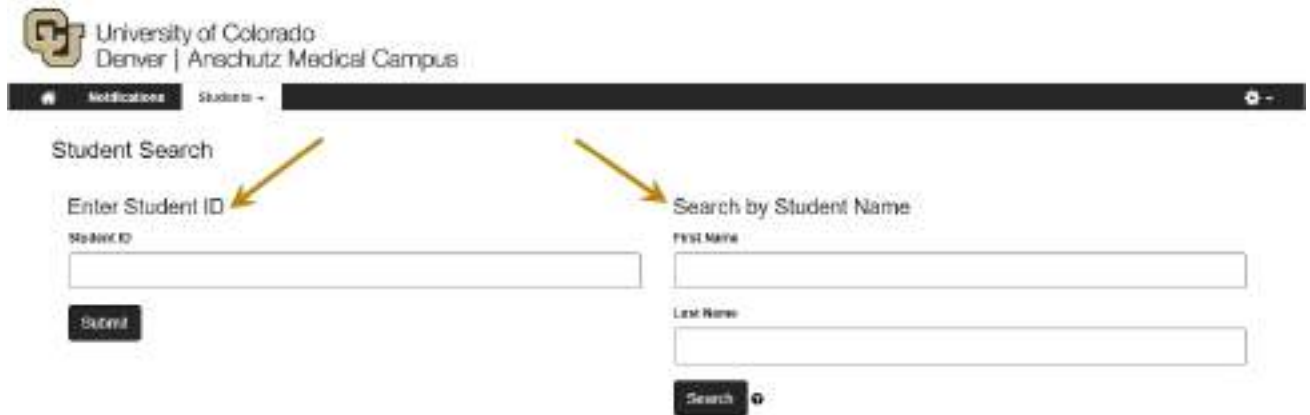
3. Click on **Degree Audit Denver**



4. Once in the Degree Audit system, to search for a student - either click on **Students** drop down menu and select **Search** or click on Students Icon



- You can either search by **Student ID** or **Student Name**



University of Colorado Denver | Anschutz Medical Campus

Notifications Students

Student Search

Enter Student ID Search by Student Name

Student ID First Name

Submit

Search

- Two new tabs, **Plans** and **Schedules**, are now in the Degree Audit system



University of Colorado Denver | Anschutz Medical Campus

Notifications Students Audits **Plans Schedules** Exceptions Transfer Evaluations

Request an Audit

Run Declared Programs:

School	Degree Program	Title	Catalog Year	Marker	Value
DN			20154		

Select a Different Program:



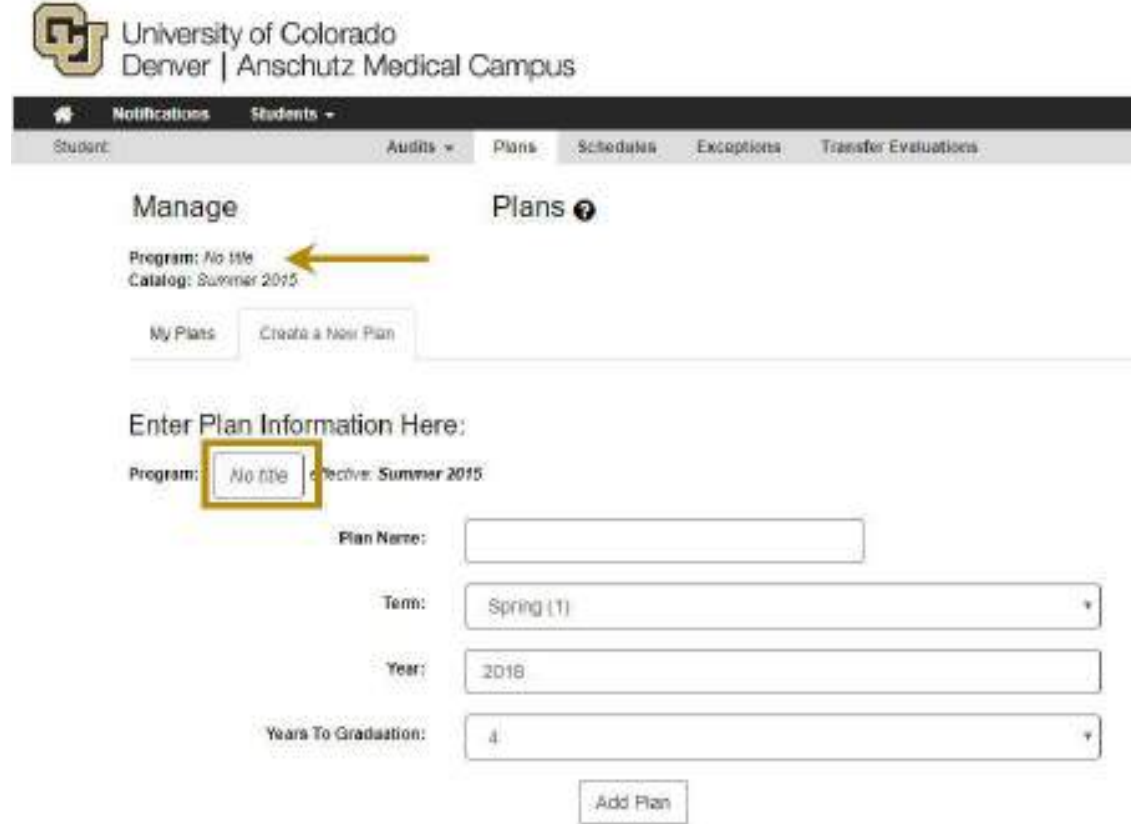
Getting Started

Creating a New Plan

1. Click on the **Plans** tab in the Degree Audit
2. Under the **Plans** tab, click on **Create a New Plan**
 - a. Students with undeclared majors will have **Program: No Declared Program** or **Undeclared**



*Note: If you are seeing **Program: No title**, the student has not yet been matriculated. (See below screenshot) If you wish to continue, select the **No title** box next to **Program** to generate a **Degree Program** drop down list. Go to step 3 in [Creating a Different Plan for What If Scenario](#) (pg. 8) to continue with creating a **Plan** for non-matriculated students.*





3. Fill out the corresponding boxes for **Plan Name** and **Year** and select desired **Term** and **Years To Graduation**
 - a. Note: Term must be current or future enrollment (Fall or Spring only). Summer term can be added once you are in Planner. Please see [7: Add Terms](#) (pg. 18) section of Planner icons.
4. Click on **Add Plan**

University of Colorado
Denver | Anschutz Medical Campus

Notifications Students

Student Audits Plans Schedules Exceptions Transfer Evaluations

Manage Plans

Program: BA ENGLISH - LITERATURE/CREATIVE WRITING
Catalog: Fall 2018

My Plans Create a New Plan

Enter Plan Information Here:

Program: BA ENGLISH - LITERATURE/CREATIVE WRITING Catalog: Fall 2018

Plan Name: Engl

Term: Fall (f)

Year: 2018

Years To Graduation: 4

Add Plan

5. This will take you directly into the Planner
6. All plans accessible under the **My Plans** tab anytime you access **Plans**



Notifications Students

Student Audits Plans Schedules Exceptions Transfer Evaluations

Manage Plans

Program: BA ENGLISH - LITERATURE/CREATIVE WRITING
Catalog: Fall 2018

My Plans Create a New Plan

Preferred	Edit Plan	Action	Updated	User	PDF
★	Engl	Select	Jul 10, 2018		

* Indicates a plan without associated roadmap.

7. Once a Plan is created, a Plan will always remain under the My Plans tab.



Creating a Different Plan for What If Scenario

1. To create a "What If" plan, a new program can be added
2. Click on the box next to **Program;** in this example **BA ENGLISH – LITERATURE/CREATIVE WRITING**

University of Colorado Denver | Anschutz Medical Campus

Manage Plans

Program: BA ENGLISH - LITERATURE/CREATIVE WRITING
Catalog: Fall 2018

My Plans | **Create a New Plan**

Enter Plan Information Here:

Program: BA ENGLISH - LITERATURE/CREATIVE WRITING | Catalog: Fall 2018

Plan Name:

Term:

Year:

Years to Graduation:

3. Find, expand, and select the potential new program from collapsible list
 - Active, declared major will show up in yellow

My Plans | **Create a New Plan**

- University of Colorado Denver:
 - > TRANSFER
 - > AP
 - > BUSH
 - > CAM
 - > CLAS
 - > BA
 - > ANTH
 - BA ANTHROPOLOGY
 - > COMM
 - > EDOW
 - > ENGL
 - BA ENGLISH
 - BA ENGLISH - LITERATURE/CREATIVE WRITING**
 - BA ENGLISH - LITERATURE/FILM STUDIES
 - BA ENGLISH - LITERATURE/LITERACY STUDIES
 - > ETOT
 - > ENRT
 - > PREV
 - > ODOB
 - > HIST
 - > INTS
 - > PBA
 - > PHL
 - > PSCI
 - > PRRP

4. Fill out the corresponding boxes for **Plan Name** and **Year** and select desired **Term** and **Years To Graduation**



Note: Term must be current or future enrollment (Fall or Spring only). Summer term can be added once you are in Planner. Please see [7: Add Terms](#) (pg. 18) section of Planner icons.

5. Select **Add Plan**

Program: BA ENGLISH - LITERATURE/CREATIVE WRITING
Catalog: Fall 2018

My Plans Create a New Plan

Enter Plan Information Here:

Program: BA ANTHROPOLOGY effective: Fall 2018

Plan Name: Anth

Term: Fall (7)

Year: 2018

Years To Graduation: 4

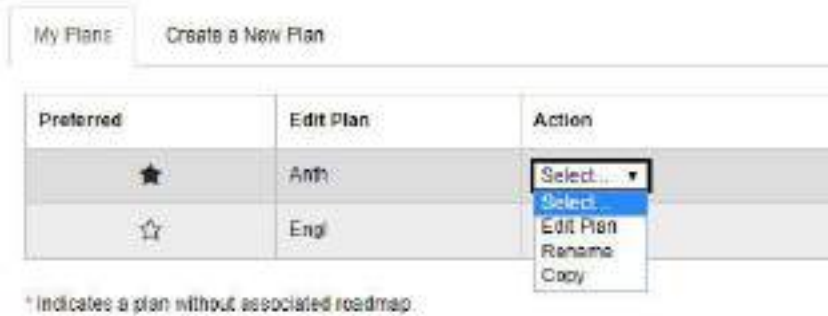
Add Plan

Managing Multiple Plans

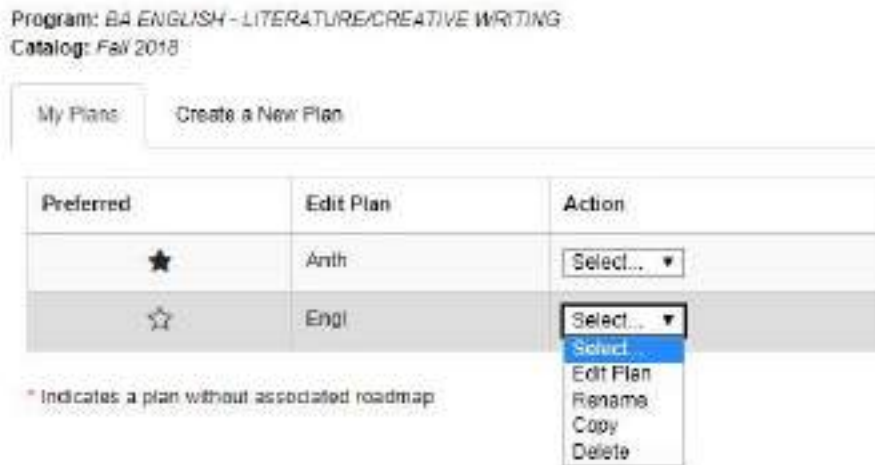
1. If more than one plan is created, they will appear under **My Plans** tab
2. The first plan created will default as the **Preferred**
3. The plan the student intends to apply to **Schedules** needs to be starred as **Preferred**



4. If a plan needs to be changed to **Preferred**, selecting the blank star beside the plan will set it as **Preferred**
 5. **Preferred/Starred Plans** have the following options: *Edit Plan, Rename, Or Copy*
 - a. Edit Plan is just another way to access Planner
- NOTE: Preferred plans cannot be deleted.*



6. All other plans have *Edit Plan, Rename, Copy or Delete*





The Planner: Sections and Icons

Plan Sections

1. On a full or half size screen
 - a. **Degree Audit section** will display on the left hand side
 - b. **Plan section** will display on the right

Plan Builder

Step 1: Click on the course to enter details about that course.

Step 2: Drag course into your plan.

Step 3: Use the "CHECK PLAN" button to check your Plan against the audit to ensure requirements are fulfilled as needed.

Add: LABA--ANTH

Program: BA ANTHROPOLOGY
Credits: Fall 2019
Course ID: 00000000

There are 3660 Term-Requirement awards for this program.
View details for this award (Fall 2019)

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

NOTES ON THE AUDIT

- > 150 HOUR COUNT
- > UNIVERSITY REQUIREMENT: GENERAL REQUIREMENTS
- > COLLEGE REQUIREMENT: UPPER-DIVISION
- > COLLEGE REQUIREMENT: RESIDENCY
- > CU DENVER CORE: ENGLISH COMPOSITION
- > CU DENVER CORE: MATHEMATICS
- > CU DENVER CORE: ARTS & HUMANITIES
- > CU DENVER CORE: BEHAVIORAL SCIENCES
- > CU DENVER CORE: SOCIAL SCIENCES
- > CU DENVER CORE: BIOLOGICAL & PHYSICAL SCIENCES
- > CU DENVER CORE: INTERNATIONAL PERSPECTIVES
- > CU DENVER CORE: CULTURAL DIVERSITY
- > GRADUATION REQUIREMENT: CLAS COMMUNICATIVE SKILLS

Legend

- = Course List
- = Course with Plan in Do
- = Request
- = Completed Course
- = In Progress Course
- = Completed Planned Course
- = Completed Course: No Credit
- = Warning possible issue with course
- = Complete
- = Planned
- = In Progress
- = Info Read

Plan: ANTH 0 Hours

General / Graduate

Fall 2018	0 Hours	
Spring 2019	0 Hours	
Fall 2019	0 Hours	
Spring 2020	0 Hours	
Fall 2020	0 Hours	
Spring 2021	0 Hours	
Fall 2021	0 Hours	
Spring 2022	0 Hours	



Plan Icons

*You can click on the numbers or links below to jump to specific sections

[1: Full Degree Audit with Planned Courses \(pg. 13\)](#)

[2: Printable PDF \(pg. 15\)](#)

[3: Associated Roadmap \(pg. 16\)](#)

[4: Plan Section with Completed Courses, In Progress and Transfer \(pg. 15\)](#)

[5: Check Planned Courses against Degree Audit \(pg. 17\)](#)

[6: Remove All Courses \(pg. 17\)](#)

[7: Add Terms \(pg. 18\)](#)

[8: Unlock Plan/Not Approved \(pg. 18\)](#)

[9: Lock Plan/Approved Courses \(pg. 19\)](#)

[10: Edit Courses \(pg. 20\)](#)

[11: Trashcan \(pg. 21\)](#)

[12: Unlock Individual Term/ Not Approved Term \(pg. 21\)](#)

[13: Lock Individual Term/ Approved Term \(pg. 22\)](#)

[14: Apply Courses to Scheduler \(pg. 22\)](#)



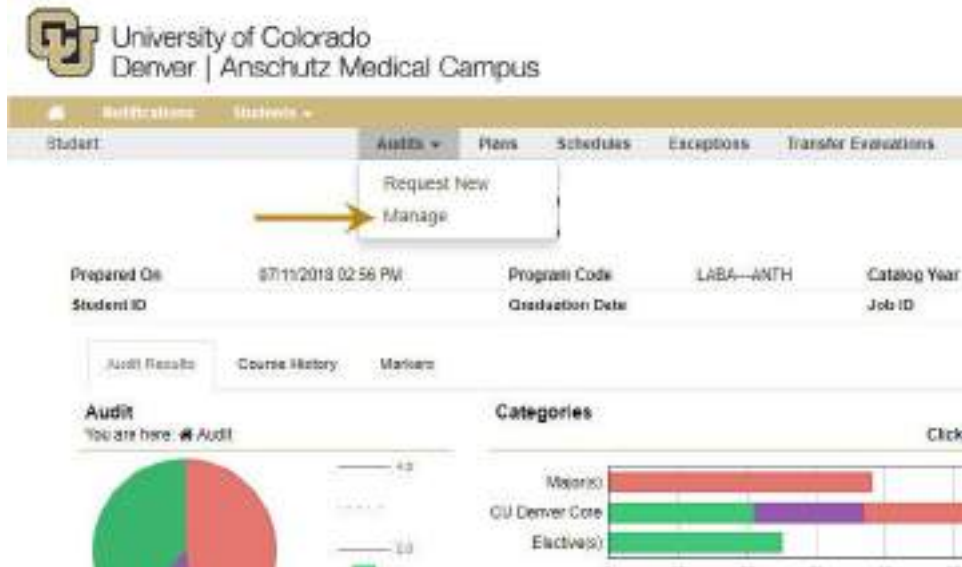
1: Full Degree Audit with Planned Courses



1. This will generate a full Degree Audit with purple planned courses



- a. Like running a Degree Audit, this planned course full Degree Audit will be archived
- b. To view previous Degree Audits with planned course notations, go to **Audits Tab** and select **Manage**



- i. Previously saved Degree Audits with planned courses will display *planner-username* under **Run By** and a purple calendar icon under **Course Type**

Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the 'Run Audit' button will run a new audit report. Deleting audits removes them from this list.

1 completed audit was deleted.

Run Audit

Delete

select all/select none

Program	Catalog Year	Created	Audit Type	Format	Run By	Course Type	View	Delete
LABA--ANTH	20137	07/11/2018 2:56 PM		HTML	planner-		View Audit	<input type="checkbox"/>
LABA--ANTH	20137	07/11/2018 2:53 PM		HTML	planner-		View Audit	<input type="checkbox"/>
LABA--ANTH	20177	08/12/2018 4:43 PM		HTML	planner-		View Audit	<input type="checkbox"/>
LABA--ANTH	20177	03/26/2018 10:59 AM	W/REPT	HTML			View Audit	<input type="checkbox"/>

You must have the free Adobe Reader program installed on your computer to view the documents marked PDF. Download the free Adobe Reader program.

Copyright © 2017 CollegeSource, Inc. All Rights Reserved.

Privacy Policy

Selfservice Version: 4.4.2 - 10/27/2017 03:08 PM | Build: 1.2 - 05/09/2018 10:37 AM

Note: Staff will be able to see Degree Audit with planned course notations that were run by the student.

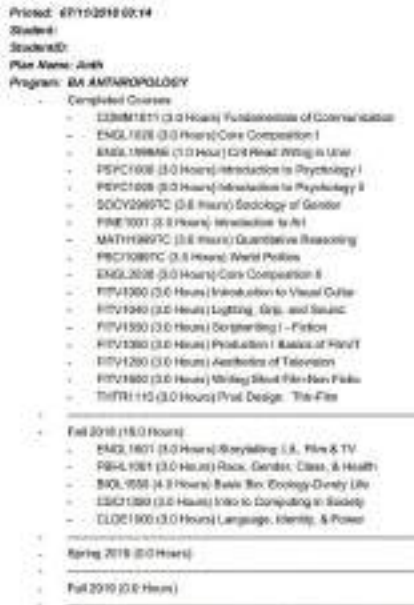
[Return to Plan Icons \(pg. 12\)](#)

[Return to Table of Contents](#)

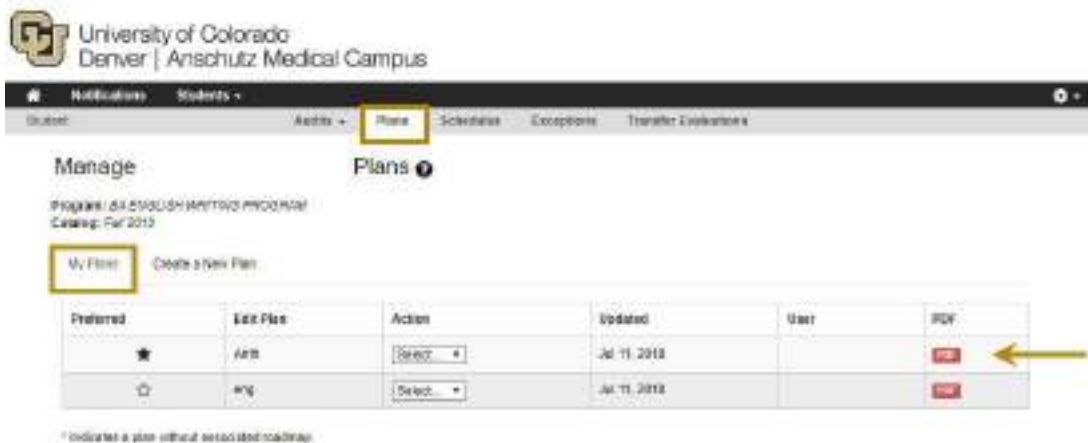
2: Printable PDF



1. This creates a printable, PDF list of completed and planned courses
2. At this time, in progress and enrolled courses are currently showing up under **Completed Courses**. Please keep in mind that some courses on list are not fully completed.



*TIP: This printable PDF can also be accessed through the **Plans** tab on the main screen under **My Plans***



[Return to Plan Icons \(pg. 12\)](#)

[Return to Table of Contents](#)



3: Associated Roadmap



1. This icon refers to an associated Roadmap, this feature will be accessible once Roadmaps (also known as Degree Maps) are available

[Return to Plan Icons \(pg. 12\)](#)

4: Plan Section with Completed Courses, In Progress and Transfer



1. Displays only the Plan section with completed courses and grades, in progress and/or transfer courses
 - a. Click on the icon again to return to full view

Plan Builder

Plan: Arth 16 Hours

Completed Course	Earned Grade	Term Taken	Planned Term
ARTH100 (3 Hours) Introduction to Theater	C	Spring 2014	NOT PLANNED
ARTH100 (3 Hours) Introduction to Theater	C	Spring 2014	NOT PLANNED
ARTH100 (3 Hours) Introduction to Theater	B	Spring 2014	NOT PLANNED
ARTH100 (3 Hours) Introduction to Theater	B	Spring 2014	NOT PLANNED
ENGL2014 (3 Hours) Drama Composition I	A-	Fall 2013	NOT PLANNED
ARTH100 (3 Hours) Introduction to Theater	C+	Fall 2013	NOT PLANNED
ARTH100 (3 Hours) Introduction to Theater	B-	Fall 2013	NOT PLANNED
ARTH100 (3 Hours) Introduction to Theater	A	Fall 2013	NOT PLANNED
ARTH100 (3 Hours) Introduction to Theater	74	Spring 2013	NOT PLANNED
MATH1000 (3 Hours) Mathematical Reasoning	74	Spring 2013	NOT PLANNED

Showing 1 to 10 of 17 entries


[Return to Plan Icons \(pg. 12\)](#)

[Return to Table of Contents](#)



5: Check Planned Courses against Degree Audit



1. Degree Audit –  a purple icon will appear next to planned courses
2. Plan section - courses will receive a symbol that corresponds to the legend at the bottom of the page. In this example, the red X shows *Incomplete Planned Course* (noted on the legend)



[Return to Plan Icons \(pg. 12\)](#)

6: Remove All Courses



1. Removes all courses
 - a. This button will remove all future planned courses



[Return to Plan Icons \(pg. 12\)](#)

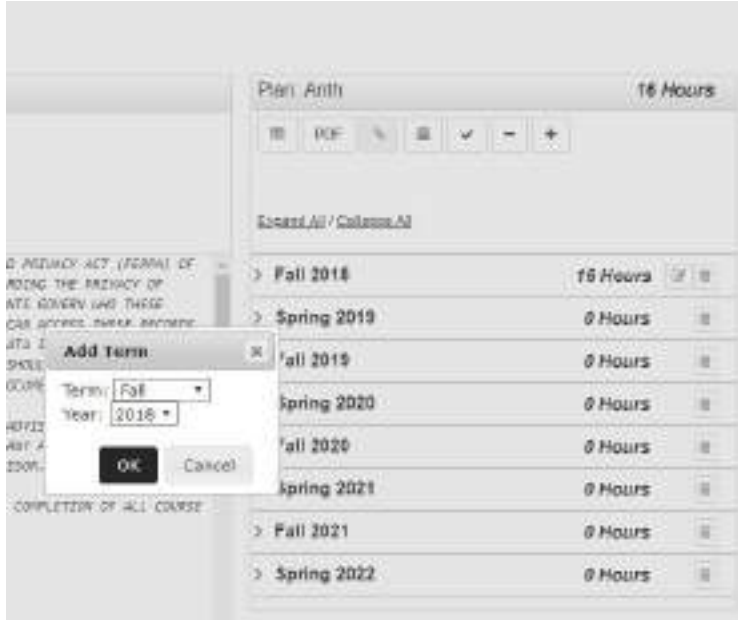
[Return to Table of Contents](#)



7: Add Terms



1. Adds another term to plan, the drop down includes all terms: Spring, Summer, Fall



[Return to Plan Icons \(pg. 12\)](#)

8: Unlock Plan/Not Approved

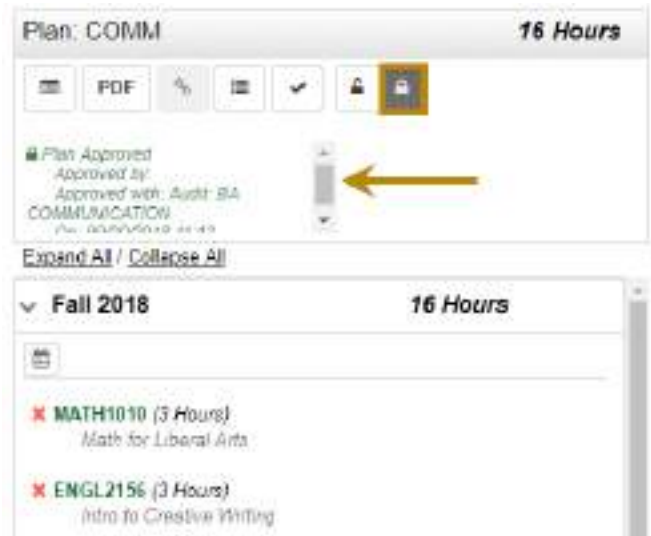


1. If a plan is already locked/approved, this icon allows you to unlock a plan and continue to make changes if needed

[Return to Plan Icons \(pg. 12\)](#)

9: Lock Plan/Approved Courses

1. The lock/approved icon allows you to lock a plan once a plan is approved
 - a. Once you click on the lock feature, all terms will be locked and the student cannot make any changes
 - b. A green notification on the left hand side will appear with the following:
 - i. Approved by: staff username
 - ii. Approved with: Audit: Program Degree
 - iii. On: Date it was locked
2. A plan must be starred as preferred in order to have the lock feature appear, if more than one plan is created make sure the plan is starred in the Plans



3. Once the entire plan is locked, the star will no longer appear under **My Plans**
 - a. A lock icon will appear instead



[Return to Plan Icons \(pg. 12\)](#)



10: Edit Courses



1. Individual classes can be removed in edit section
2. Hours can be edited for variable class hours like independent study, internships, etc.
 - a. Variable credit courses cannot be added twice to the same term, you need to account for all hours combined. In this example: A student is talking three 1 credit hour Internships under Anth3939, edit hours to 3 instead of trying to add three Anth3939 classes.



TIP: You can also remove a course by selecting and dragging, a blue trashcan icon will appear. Course needs to be directly on the trashcan in order to drop it in.

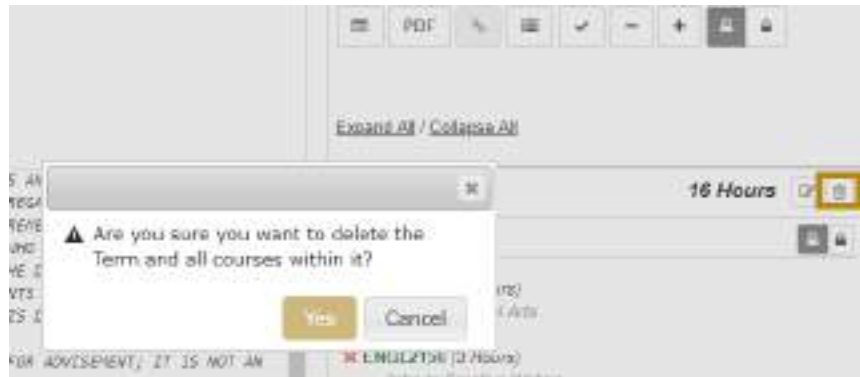


[Return to Plan Icons \(pg. 12\)](#)

[Return to Table of Contents](#)

11: Trashcan

1. Removes an individual term and all courses



[Return to Plan Icons \(pg. 12\)](#)

12: Unlock Individual Term/ Not Approved Term



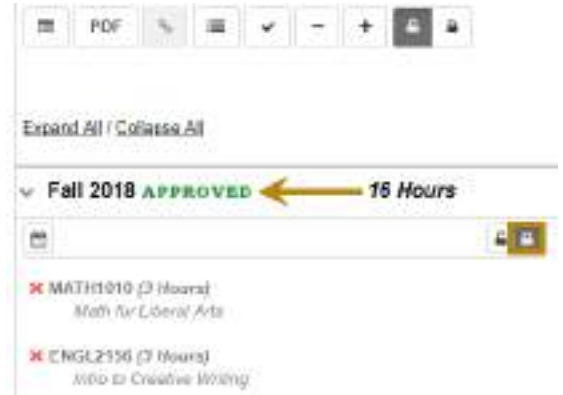
1. If a term is already locked/approved, this icon allows you to unlock an individual term and continue to make changes if needed

[Return to Plan Icons \(pg. 12\)](#)



13: Lock Individual Term/ Approved Term

1. The lock/approved icon allows you to lock an individual term once a term plan is approved
 - a. Once you click on the lock feature, that term is locked and the student cannot make any changes
 - b. A green notification **Approved notification** will appear on the left hand side



2. A plan must be starred as preferred in order to have the lock feature appear, make sure the plan is starred in the Plans if more than one plan is created

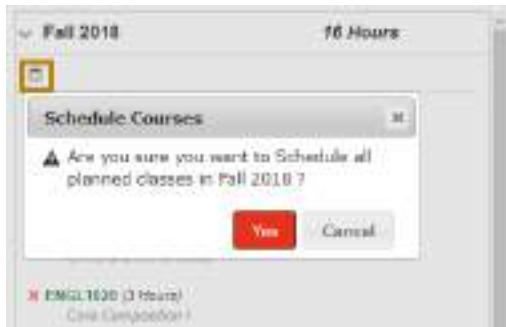


3. Unlike locking the whole plan, the preferred plan will not have a lock icon appear in the **My Plans** section if only specific terms are locked

[Return to Plan Icons \(pg. 12\)](#)

14: Apply Courses to Scheduler


1. Once terms are planned, you may select the calendar icon to Schedule planned courses
 - a. The planned courses for the upcoming registration term will be applied to Schedules



[Return to Plan Icons \(pg. 12\)](#)




Planning from Degree Audit

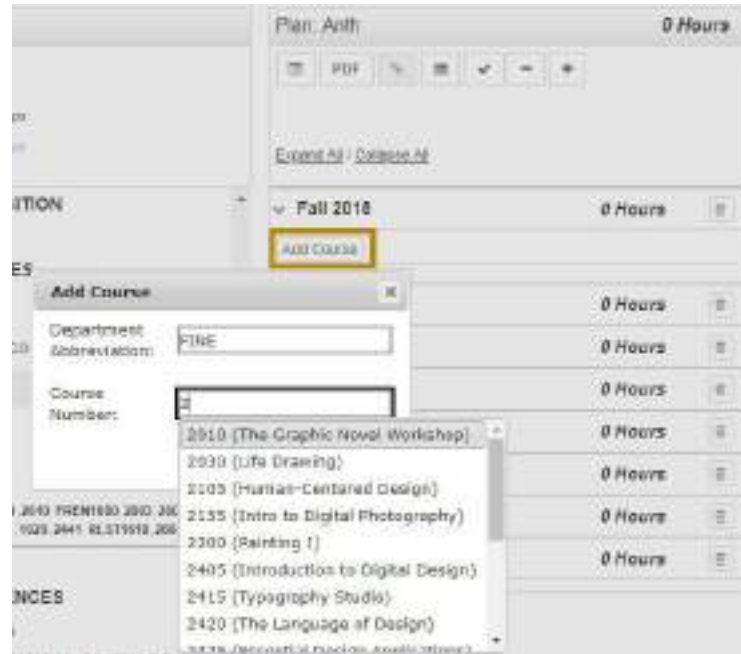
1. In the Degree Audit, expand  **Unfulfilled** degree requirements to list recommended courses
2. Clicking on a course will pull up course descriptions

The screenshot shows the Degree Audit interface for the BA ANTHROPOLOGY program. Under the 'CU DENVER CORE: ARTS & HUMANITIES' requirement, there is a red 'X' icon indicating it is unfulfilled. A 'Course Catalog Details' window is open for 'FINE 2000 (3 Hours)'. The Plan section on the right shows a list of terms from Fall 2018 to Spring 2022, each with '0 Hours' listed.


3. Once decided which course to take, drag the course to the desired term to the **Plan** section
 - a. Make sure that the course is directly on top of the desired term, it will turn blue to allow you to drop

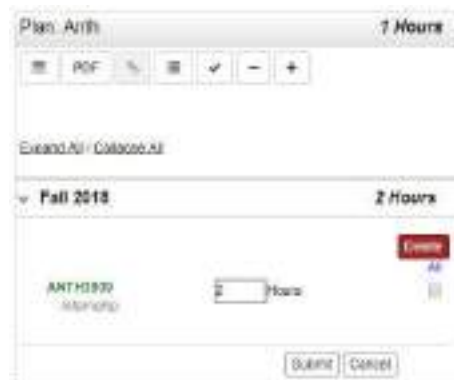
This screenshot illustrates the process of moving a course from the Degree Audit to the Plan section. A yellow arrow points from the 'FINE 2000' course in the 'CU DENVER CORE: ARTS & HUMANITIES' requirement to the 'Fall' term in the Plan section. The 'FINE 2000' text in the Plan section is highlighted in blue, indicating it is ready to be dropped into that term.

4. Alternative to the drag and drop, courses can be manually added to the **Plan** section
 - a. After expanding a term by clicking on the caret symbol , select **Add Course** and a course search option will populate
 - b. Fill in the **Department Abbreviation**, entering a letter initially will populate a list
 - c. Under **Course Number**, you can enter numbers 1 through 4 to populate a list of course numbers



Several important points to note:

- Variable credit courses like Topics, Internships, and Independent Study only list 1 credit hour when initially adding. You may change the number of credit hours through the Edit Icon.  These variable credit courses cannot be added twice to the same term, you need to account for all hours combined. In this example: A student is talking two 1 credit hour Internships under Anth3939, edit hours to 2 instead of trying to add two Anth3939 classes.



- Registered courses supersede planned courses



- There may be some cases where you are adding a recommended course more than once. If you are adding the same class to several semesters, the Plan section will not alert that classes have been repeated. The last term that the repeated class is added to will be applied to the Degree Audit section.

The screenshot shows a Degree Audit for ANTH and a Plan section for Anth. The Plan section shows two instances of FREN3122 (3 Hours) being added to the Fall 2019 semester, with the second instance highlighted in a yellow box. The Degree Audit shows a list of requirements, with FREN3122 listed under 'COURSES TAKEN' with a grade of 'PL' (Requirement Satisfied).

- The other classes that were repeated will be set as >R in Work Not Applied. The only time a repeat is alerted is when a completed or in progress class has been added to the Plan section, it will show up with either a letter grade or *** for in progress

The screenshot shows the 'WORK NOT APPLIED' section of the Degree Audit. It lists several courses that have not been applied to the degree program. Two courses are highlighted in a yellow box: FREN3122 (3 Hours) with a grade of 'PL' and '>R', and COMM1011 (3 Hours) with a grade of 'PL' and '>R'. The Plan section on the right shows FREN3122 (3 Hours) added to Spring 2019 and COMM1011 (3 Hours) added to Fall 2019, both highlighted in yellow boxes.



5. Once courses have been set to desired term, select the check mark to apply planned courses to the Degree Audit

Plan: Anth 16 Hours

PDF

Check plan against degree audit to make sure requirements are being fulfilled.

[Expand All](#) / [Collapse All](#)

✓ **Fall 2018** 16 Hours

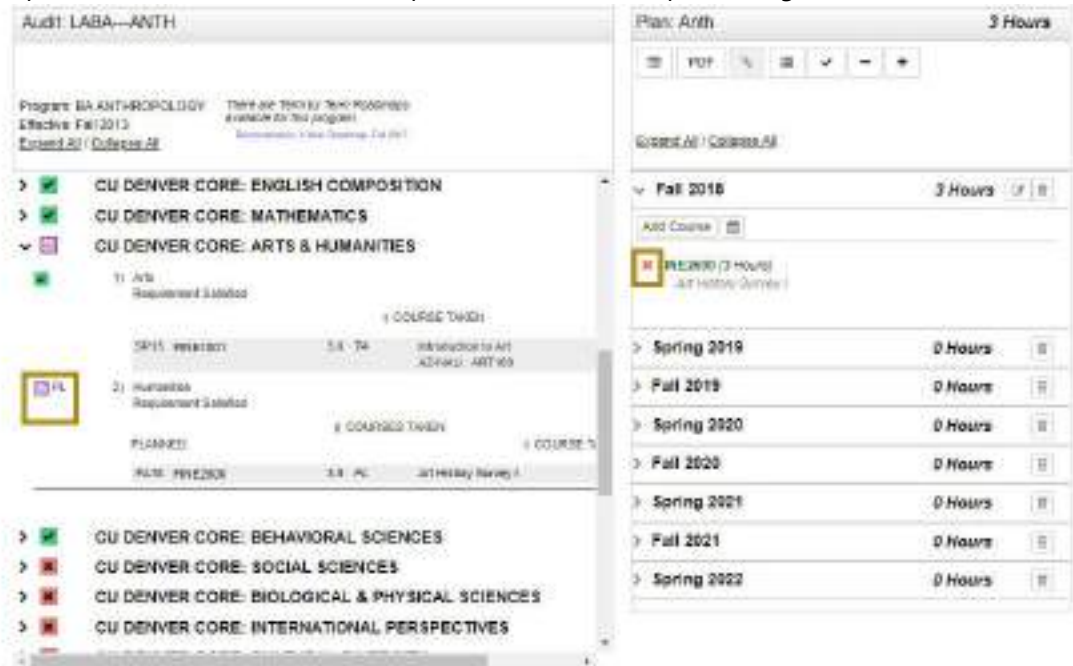
Add Course

FINE2600 (3 Hours)
Art History Survey I

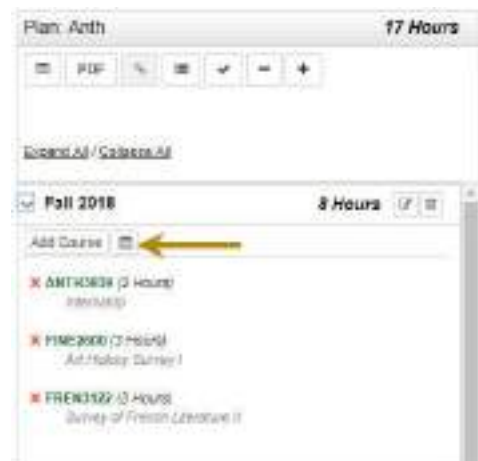
ECON2012 (3 Hours)
Prin of Econ: Macroeconomics

BIOL2051 (3 Hours)
General Biology I

- Once check applied, the **Degree Audit** section will display a purple calendar next to planned courses and a symbol from the legend will appear next to courses in the **Plan** section. In this example, this course is listed as *Incomplete Planned Course* per the legend



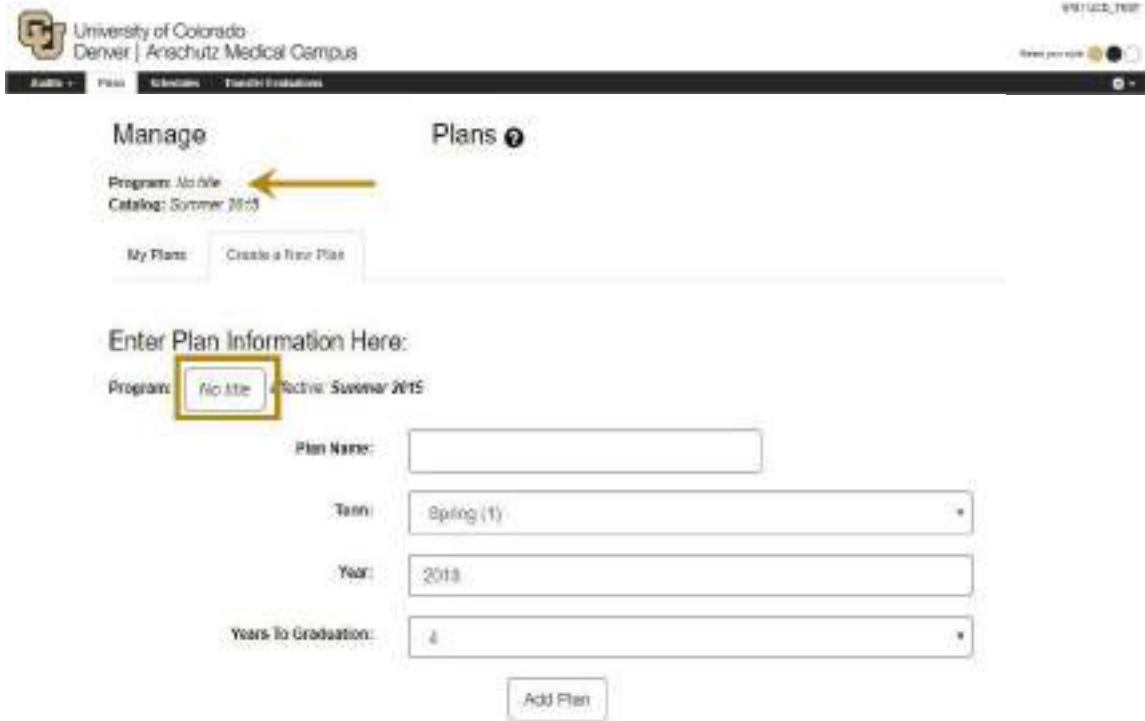

- Refer to [Plan Icons](#) Sections: 1 & 2 (pg. 13-15) for review of how to view a full degree audit with planned courses or print PDFs
- Planned classes for the *upcoming* registration cycle can be imported directly into the scheduler, click on the calendar icon to apply the upcoming term of planned classes to the **Schedules** application
 - Reminder: The calendar icon will only appear if the Plan is marked as **Preferred** in **My Plans** tab
 - Note that the calendar icon appears for all planned terms, but only planned courses in the upcoming registration term will be applied to Scheduler
 - Please see Schedules guide for training



FAQs

When I first create a plan, what if I'm seeing Program: No title?

This means a student has not yet been matriculated. If you wish to continue, select the **No title** box next to **Program** to generate a **Degree Program** drop down list. Expand and select the program you wish to plan.



University of Colorado Denver | Anschutz Medical Campus

Manage Plans

Program: No title
Catalog: Summer 2015

My Plans: Create a New Plan

Enter Plan Information Here:

Program: **No title** Effective: Summer 2015

Plan Name:

Term: Spring (1)

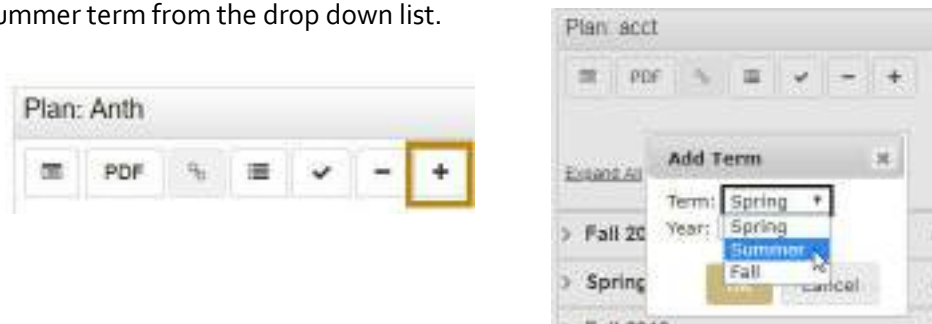
Year: 2018

Years to Graduation: 4

Add Plan

How do I add a summer term when creating a new plan?

The option to add a summer term will not appear initially when creating a new plan. When creating a plan, select either term and once you are in Planner click on the **Add** icon button which will allow you to add a summer term from the drop down list.



Plan: Anth

PDF [Add] [Check] [Minus] [Plus]

Add Term

Term: Spring

Year: Spring

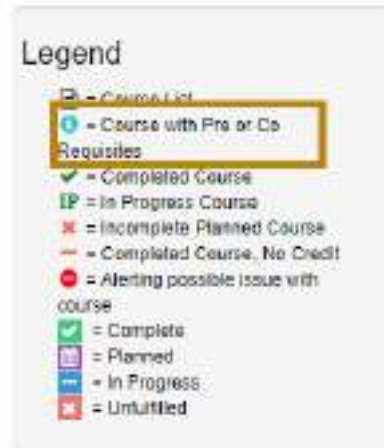
Summer

Fall Cancel



Will there be an alert for pre-requisites and co-requisites while planning?

Pre-requisites will be alerted in the Plans Section. They will turn red and receive the Pre-Req/Co-Req symbol that's on the legend.




Some classes are offered during specific semesters, will the Planner alert course availability by term?

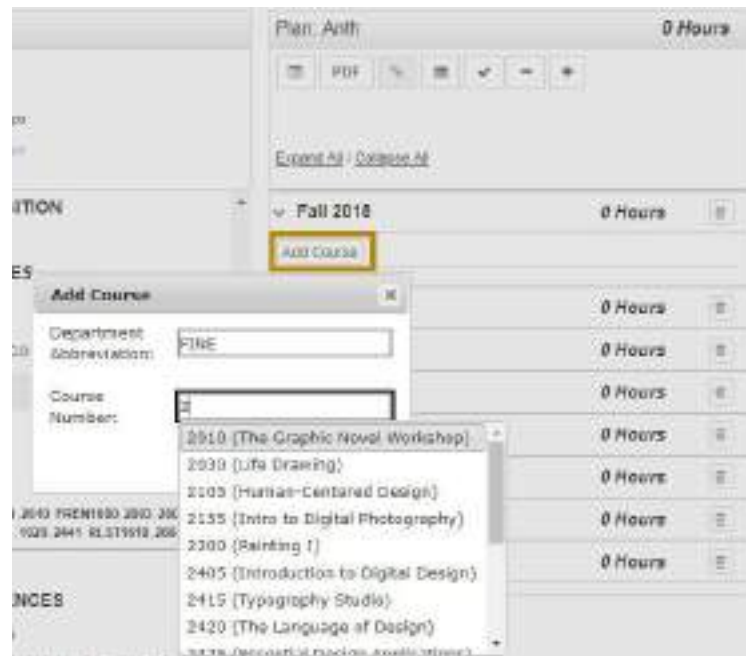
No, similar to how you may normally plan for upcoming semesters, you may not always account for or know about courses that are offered during a specific semester. The Planner will not alert you, but those courses will not be applied to Scheduler.

Does an actual class need to be listed for general electives?

Yes, the planner does not allow for a placeholder like "DEPT Elective" or "General Elective", you must choose an actual class through the **Add Course** button.

After expanding a term by clicking on the caret symbol , select **Add Course** and a course search option will populate

1. Fill in the **Department Abbreviation**, entering a letter initially will populate a list
2. Under **Course Number**, you can enter numbers 1 through 4 to populate a list of course numbers





Why is the printable PDF not listing in progress or registered courses?




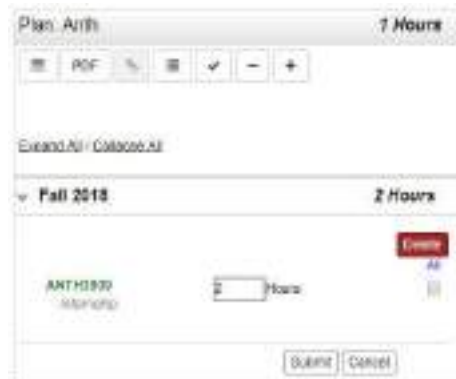
The printable PDF currently lists in progress and registered/enrolled courses under the **Completed Courses** section. Please treat this section as In Progress, Enrolled, and Completed Courses and be aware that all courses may not fully be completed.

```
Printed: 07/11/2018 03:14
Student:
StudentID:
Plan Name: Anth
Program: BA ANTHROPOLOGY
- Completed Courses:
- COMM1011 (3.0 Hours) Fundamentals of Communication
- ENGL1020 (3.0 Hours) Core Composition I
- ENGL1999AE (1.0 Hour) Crit Read Writng in Univ
- PSYC1000 (3.0 Hours) Introduction to Psychology I
```

Tip! This printable PDF can also be accessed through the **Plans** tab on the main screen under **My Plans**

How do I add more hours to variable credit hour courses like internships?

Variable credit courses like Topics, Internships, and Independent Study only list 1 credit hour when initially adding. You may change the number of credit hours through the Edit Icon  since these variable credit courses cannot be added twice to the same term, you need to account for all hours combined. In this example: A student is talking two 1 credit hour Internships under Anth3939, edit hours to 2 instead of trying to add two Anth3939 classes.





Will I be alerted of repeats if I somehow add the same course to more than one term?

No, repeats will not be alerted in the case where you unknowingly add a recommended course to more than one term. After planning classes, it is best practice to check **Work Not Applied** section to check for repeated courses. The other repeated classes will be set as >R in Work Not Applied. The only time a repeat is alerted is when a completed class has been added, it will show up on Plan with the letter grade

The last term that the repeated class is added to will be applied to the Degree Audit section.



I'm trying to lock a student's Plan, but the lock icon does not appear?

If more than one plan is created, you must *star* the preferred plan in order for the lock feature to appear. Go to **Plans** tab and under **My Plans**, select the star next to the plan you want imported to Scheduler. Once you go back into that plan, the lock icon appears.



Can future planned terms be applied to Schedules?

Only planned courses for the upcoming registration term can be applied to Schedules. The calendar icon for Scheduler appears for all terms, but those classes will not be applied until they are the upcoming registration term.

I am trying to apply planned courses to Schedules, but the calendar icon does not appear?

If you have more than one plan created, you must *star* the preferred plan in order for it to be applied to Schedules. Go to **Plans** tab and under **My Plans**, select the star next to the plan you want imported to Scheduler. Once you go back into that plan, a calendar icon will appear.

