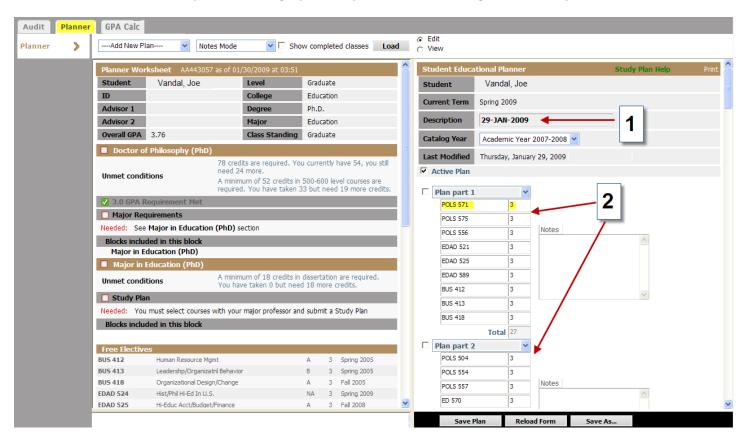
Instructions for Graduate Students for Submitting a Study Plan.

<u>Graduate Students:</u> You need to observe the following process very closely and take responsibility to make sure your study plan is accurate and is correctly submitted to your major professor so it can be formulated into a degree audit. You will not have a degree audit until the study plan you created is approved by your Major Professor, your Department, the College of Graduate Studies and the Office of the Registrar.

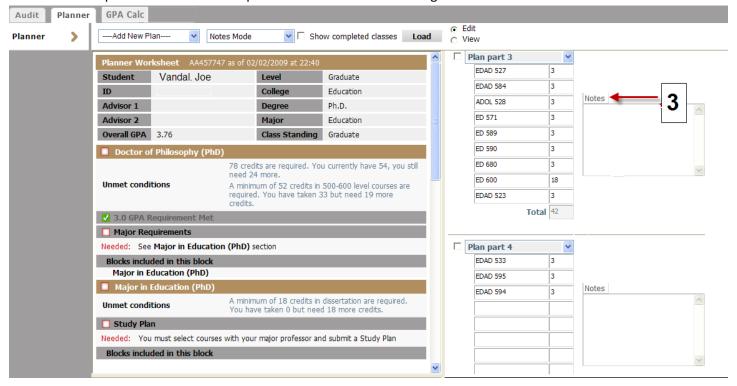
Entering a study plan: Log into VandalWeb and open the Degree Audit program. Select the **Planner** tab. You will be entering information into the right hand side, "Student Educational Planner". Be sure you have selected the correct degree, from the degree menu, if you are working on more than one. **If you are double majoring within the same degree please visit with the College of Graduate Studies before you design your study plan.**

- 1. In the **Description** field, put in the date that you are creating your study plan.
- 2. Enter all completed courses as well as courses you are currently or plan on taking, that apply to your study plan, into the first block. Set the block header to "Plan part 1". If you need more room, use the second block and set the header to "Plan part 2". The correct way to enter a class is to use the standard abbreviation for the subject, one space, and then the course number. In the next box immediately after the course information you will place the credit value of the class, but ONLY for classes that are variable credit. For fixed credit classes, leave this field blank, as it will automatically fill in when you save the study plan. If you are adding special topics, seminars, directed study, or workshops to your study plan please indicate the course, title, and number of credits in the Notes box next to the plan blocks (e.g. Special Topics: ECE 504 ST: Image Sensors & Systems (3 crs)).



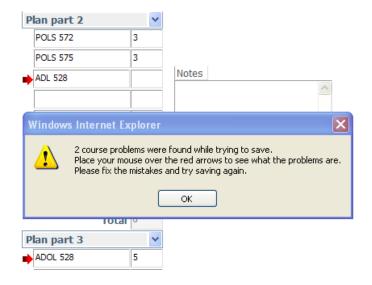
3. If your plan includes coursework from another institution please indicate the institution, year completed or planned to be taken, subject and course number, and number of credits in the notes box to the right of the courses you have

already listed. *Please be aware that you can't use the Notes box, if you have not used the "Plan Part" list for that section*. Include any titles for courses that are special topics, workshops, etc. If an official transcript had not already been submitted please do so as soon as possible to the Office of the Registrar.



4. Once all your classes are entered, click the **Save Plan** button at the bottom of the page. You will get one of two messages: you will either get the Saving Plan options message, or an error message. If you get the error message place your mouse on the red arrow next to the error, determine what is wrong with the entry and correct the entry. Once all of your errors have been fixed, click the "Save Plan" button again. Once you get the saving plan options box you will need to pick from three options. Yes, No, Cancel.

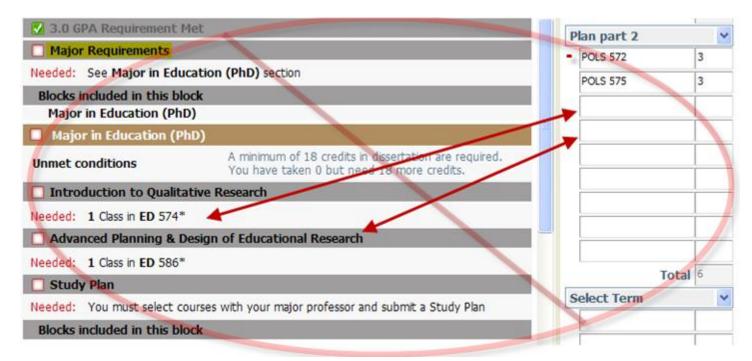
If a pop-up window with "course problems were found" appears:



Click "OK" and then hover your mouse over the red arrows to determine what is causing the error.

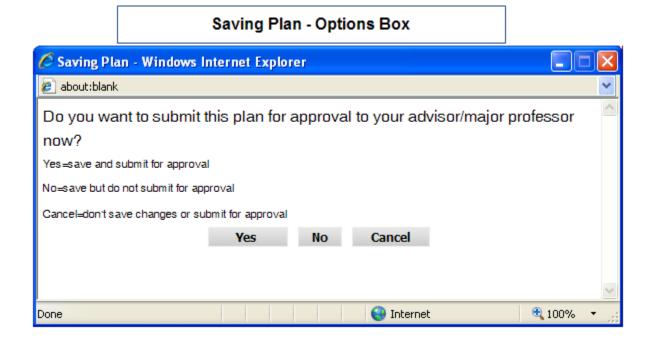
Once all your errors have been fixed, be sure to click **Save Plan** again.

Do not put any classes on your study plan that appear in your Major Conditions block of your degree audit.



If you list a class on your degree plan that is already listed on your audit as a required class the resulting audit will require you to take the same class twice. So if the Major Requirements block details any classes, **DON'T LIST** them on your study plan.

If you do not receive an error warning and your get the *Saving Plan – Options Box* you will need to pick from **Yes**, **No** or **Cancel**. **YES** will save the plan and submit it for approval, **No** will save the plan in the planner but do not submit for approval, or Cancel will erase the plan. If you select **Yes** the proposed plan will be locked and the approval process will begin.



Please be careful about your selection, if you click **Yes** – your plan will be locked and sent to your major professor.

Once you have submitted your study plan for review and approval, you need to monitor your student email to watch for automatic emails that will update you as your proposed plan is reviewed by your Major Professor, your Department, the College of Graduate Studies and the Office of the Registrar. After your plan is fully approved and you discover you need to make a change to it, please use the Online Change of Study Plan process that is located in VandalWeb to submit your changes. A video tutorial of the Change of Study Plan process is available on the Registrar's Degree Audit webpage.