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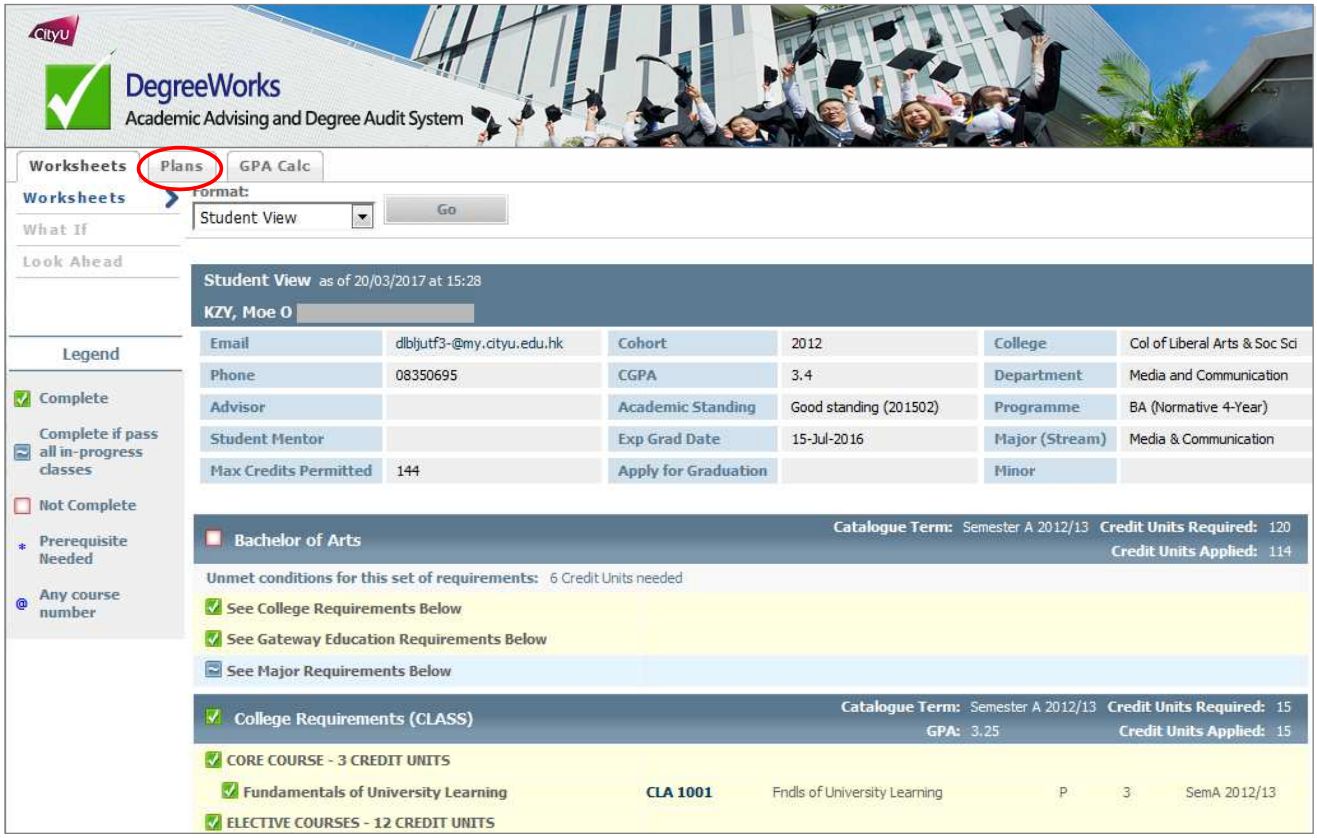
Academic Regulations and Records Office

Create Study Plan



- Select the Plans tab in DegreeWorks.

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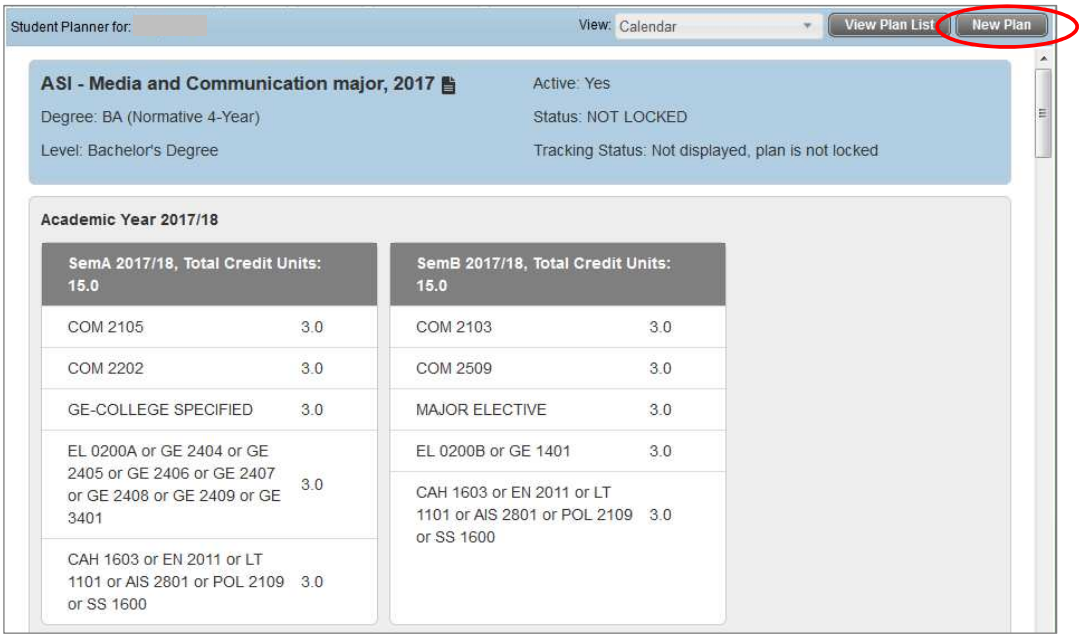

- If you have a plan already, you can create a new plan by selecting “New Plan” in the upper right corner.

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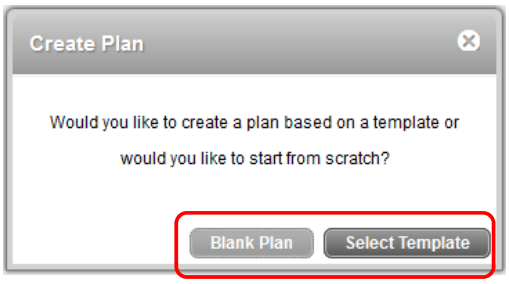

- You can either create a new blank plan or based on a template.

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Generate a Blank Plan

It will be useful for you when you **nearly complete your degree requirements**.

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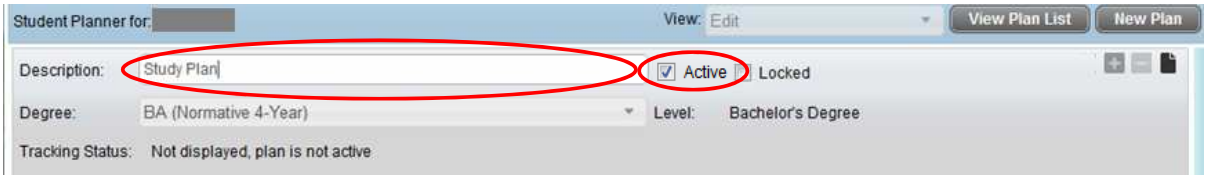

Disclaimer: The study plans and their audit reports are for reference only. They do not constitute your official academic record or graduation status. Please contact ARRO (undergraduate students) / SGS (postgraduate students) if you need assistance in using the Plans.

- Enter a description in the header of your plan. (e.g. Study Plan)
- Check the "Active" box to enable this plan as a default plan. *(i.e Other plans will become inactive automatically.)*

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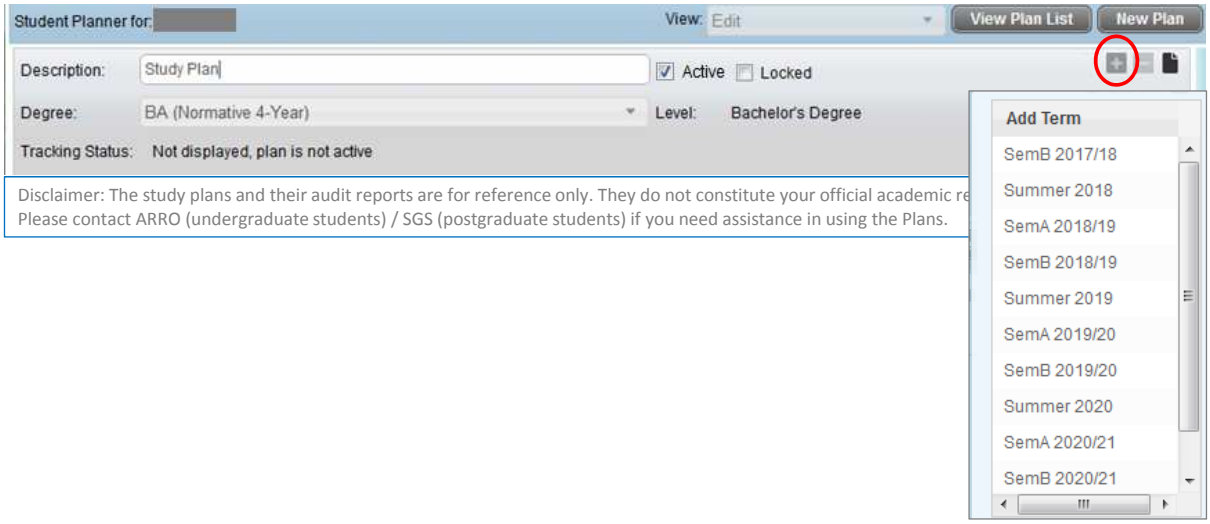

- Click the "+" icon to add semester to your plan. (e.g. SemB 2017/18)
- You can add more than one semester at this point.

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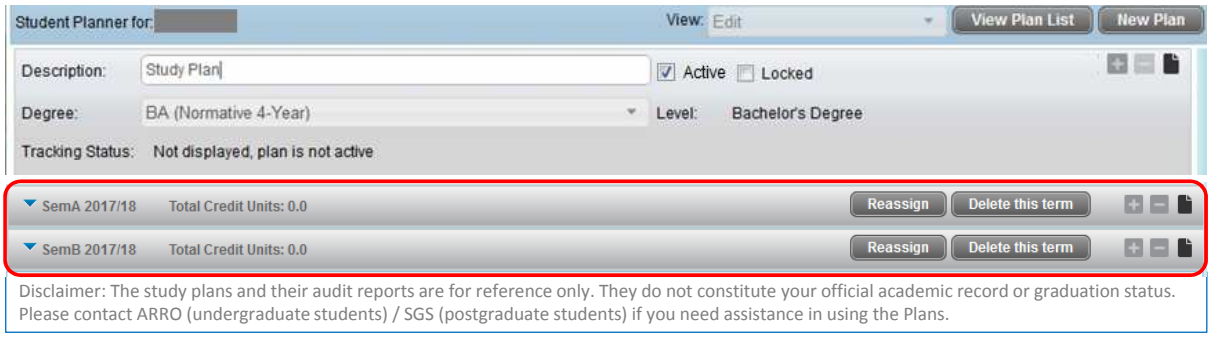

- The added semester(s) will appear right below the header.

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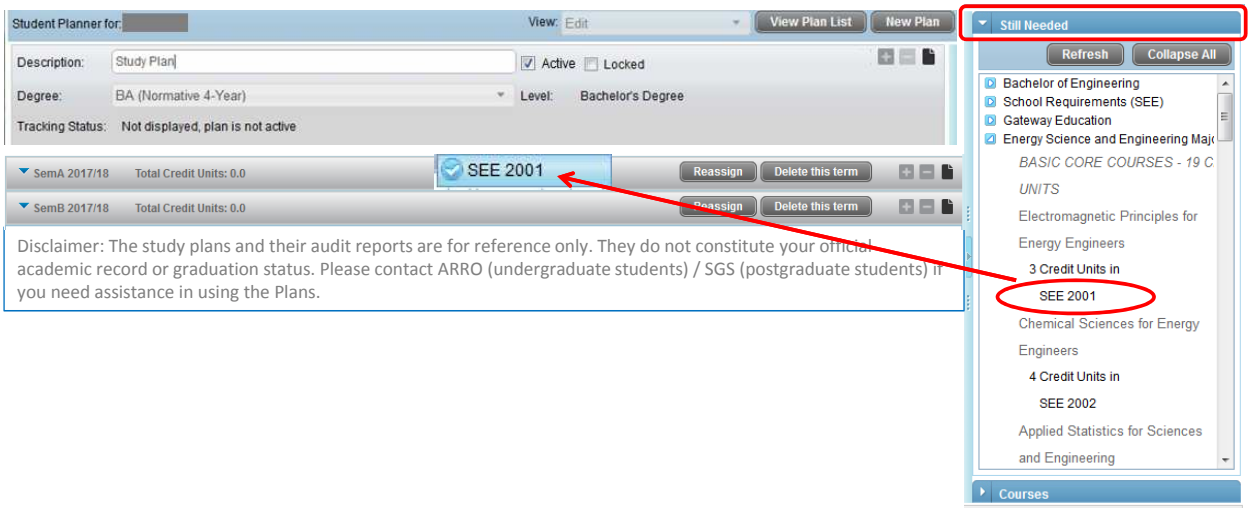

- Pick a course from the “Still Needed” menu on the right and drag it to the correct term.

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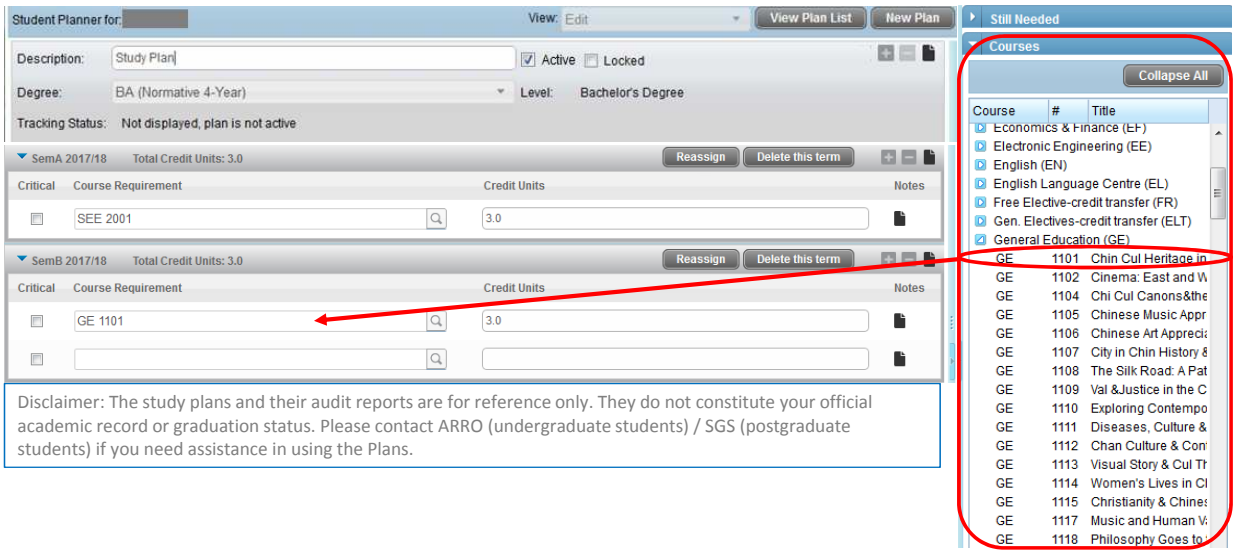

- You may also add courses from the “Courses” menu on the right and drag it to your plan.

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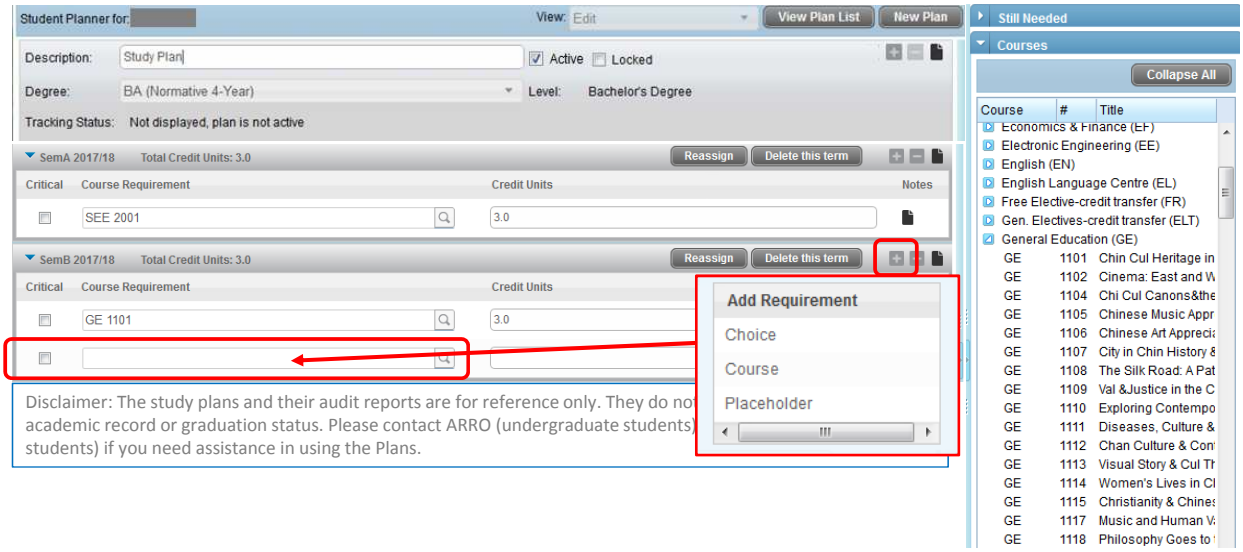

- You may directly type in the course. . Add a “Course” requirement by clicking the “+” icon to enable the option.

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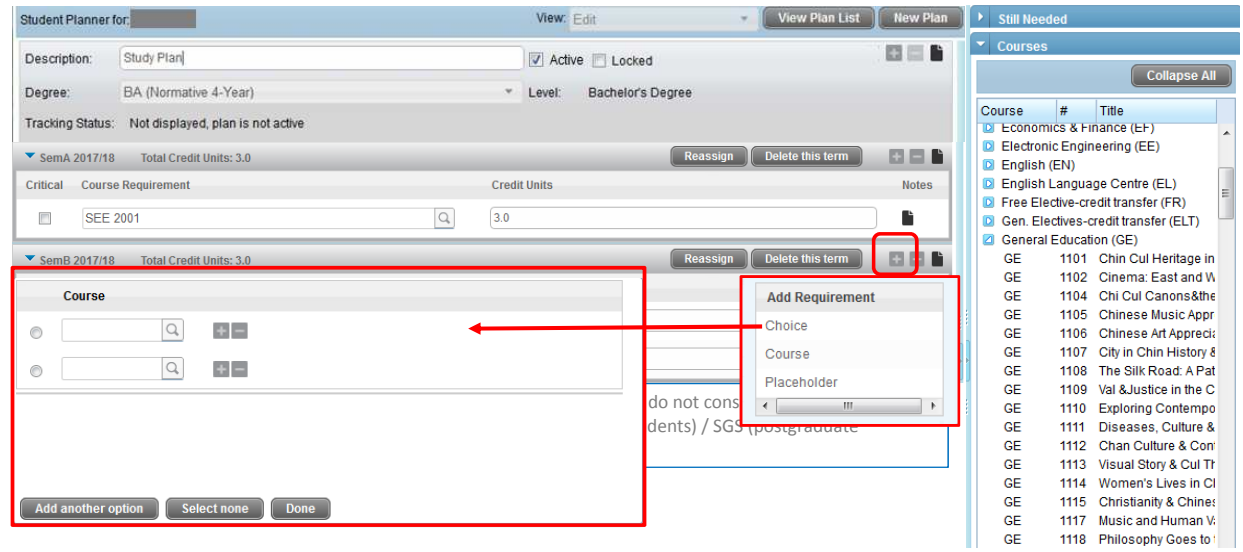

- If you will only pick one course out of few courses, you can add a “Choice” requirement under the “+” icon to add them to the plan.

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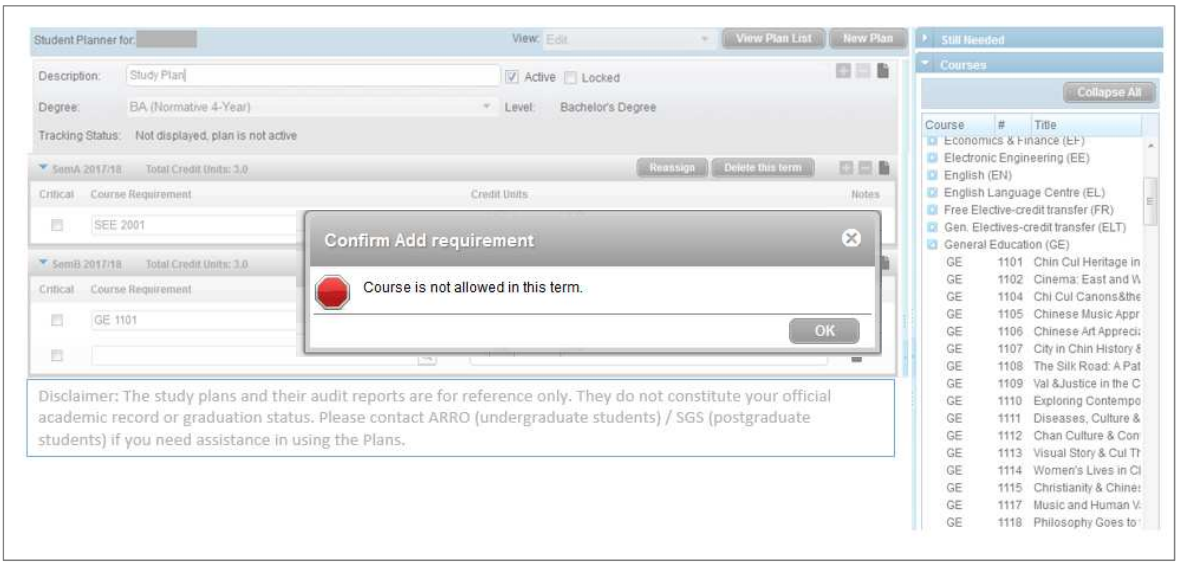

- When you add a course to a selected term, a pop-up box will be shown if a course is not offered in that term.

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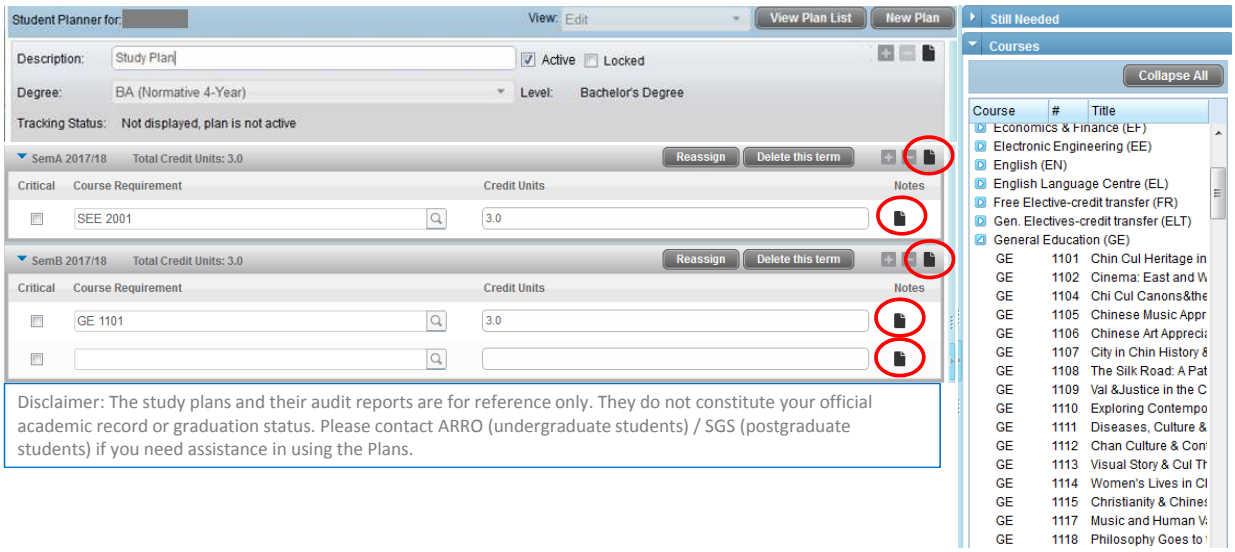

- In each planned term and for each planned course/choice, you can add notes which can be viewed by your advisor.

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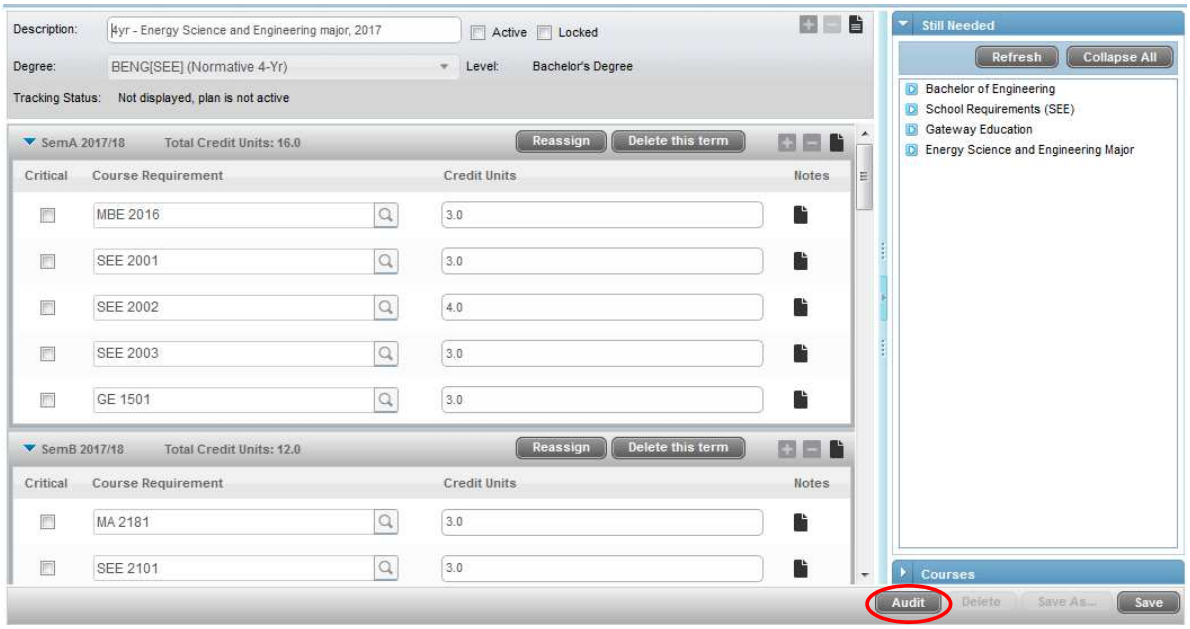
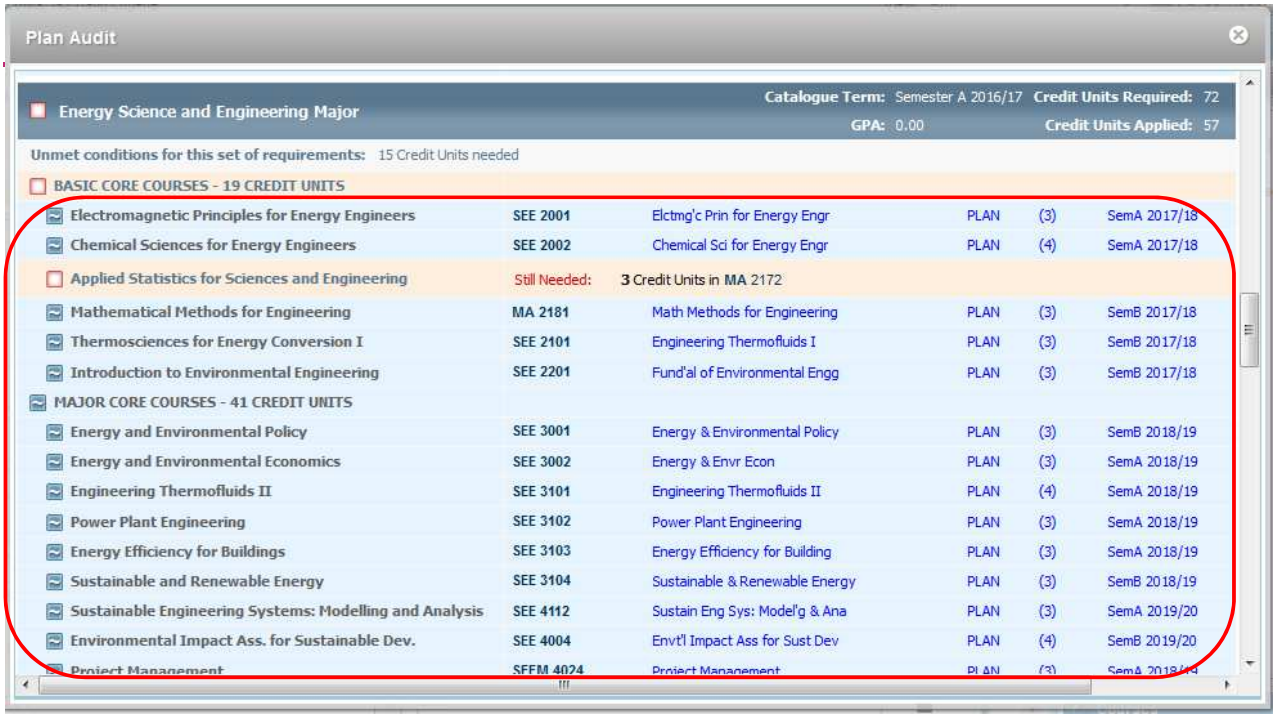


- Click "Audit" to check how your planned courses fit into your degree requirements.



- A plan audit will be generated. The courses you plan to take are marked as "PLAN".

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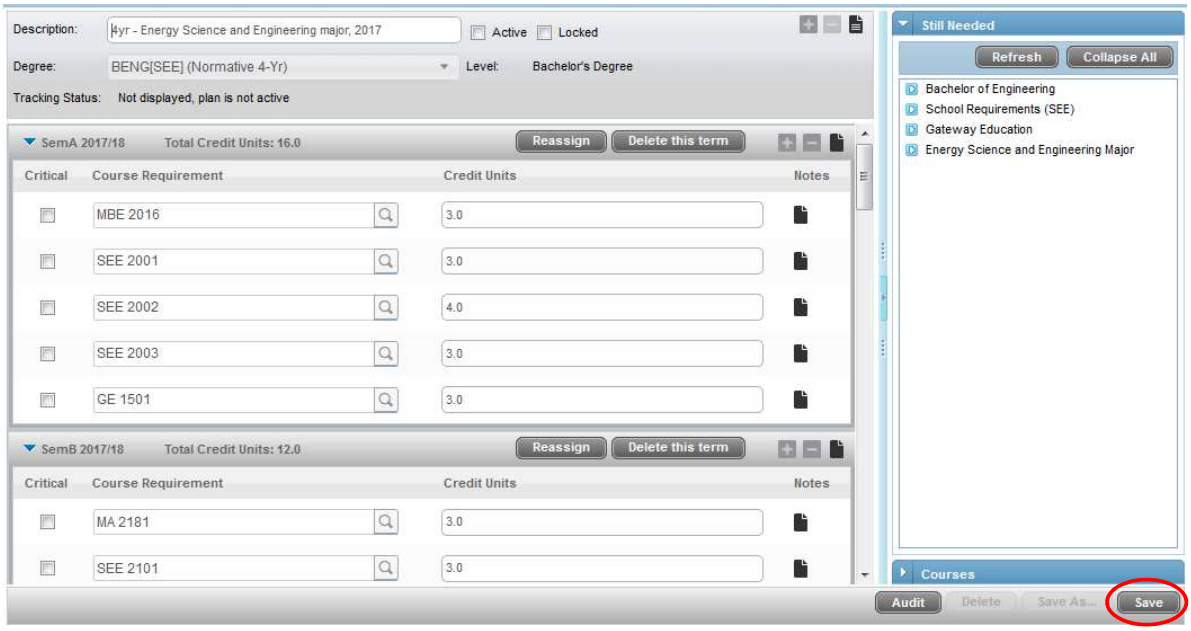
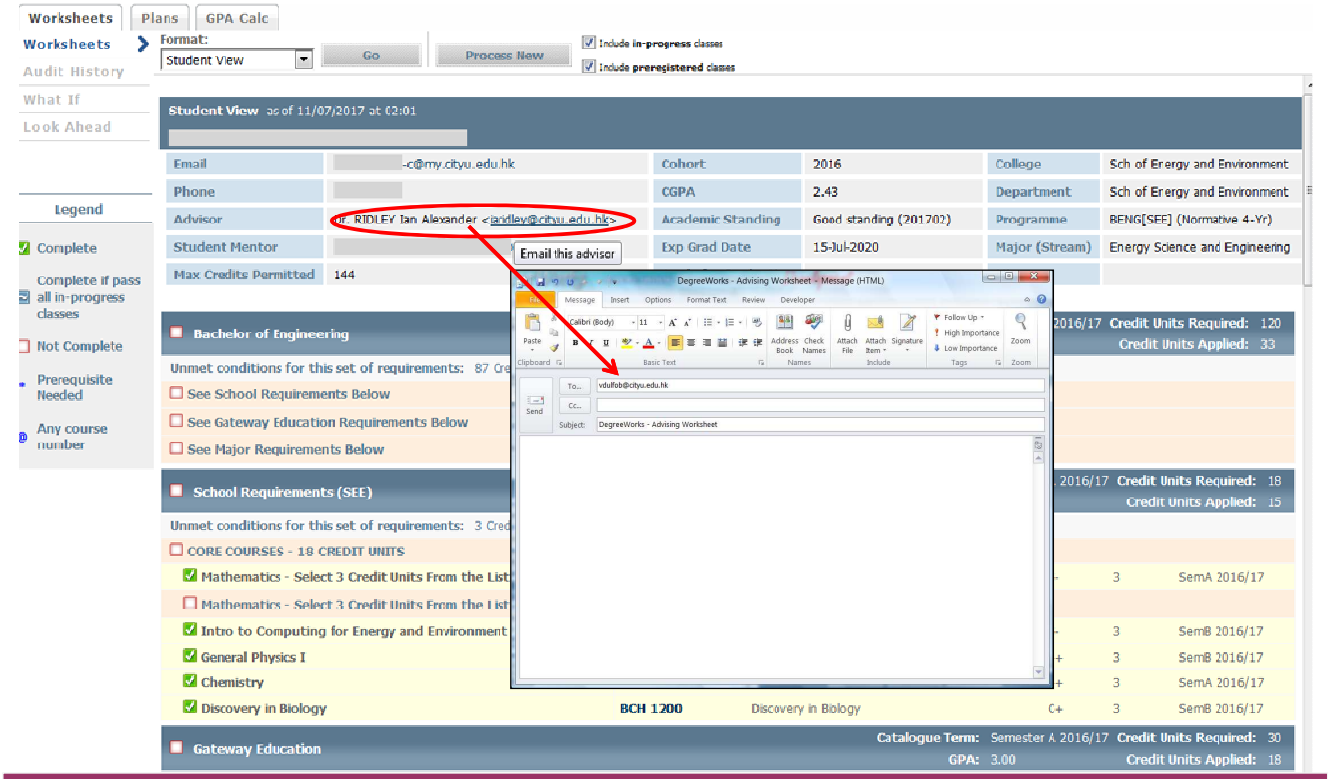


- Click “save” to save the plan.



- Please send an e-mail to your advisor if your study plan is ready for review.

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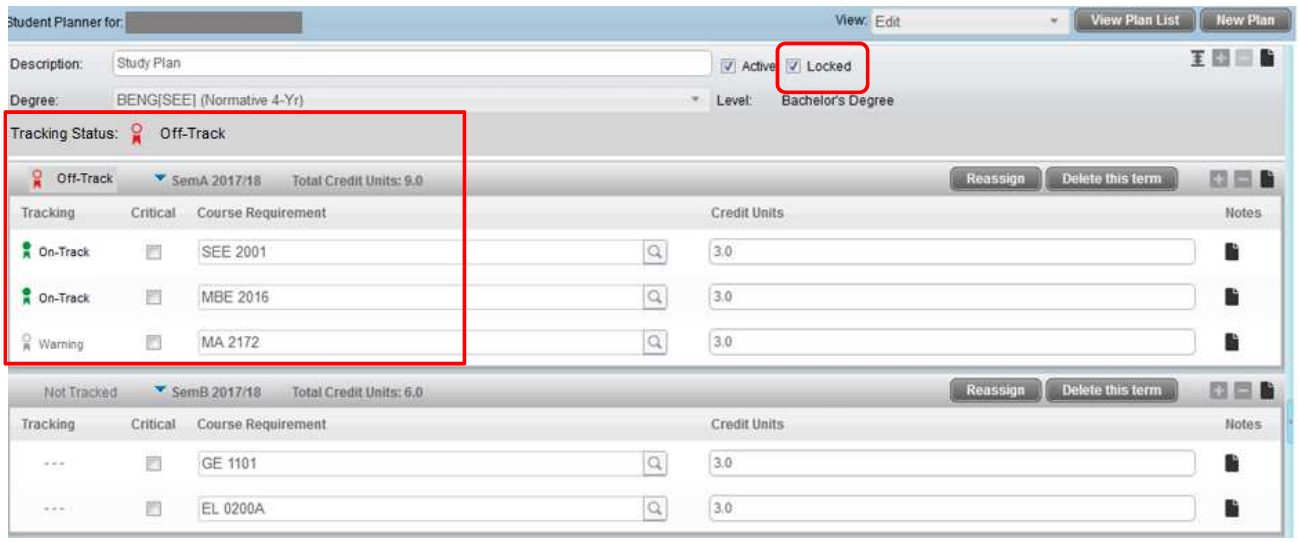

- After your study plan is reviewed, your advisor may lock your active plan and you will be unable to make further changes to the plan.
- A tracking notification to access if you have registered the planned course in the planned term will appear as either 'On-Track' or 'Warning/Off-Track'.

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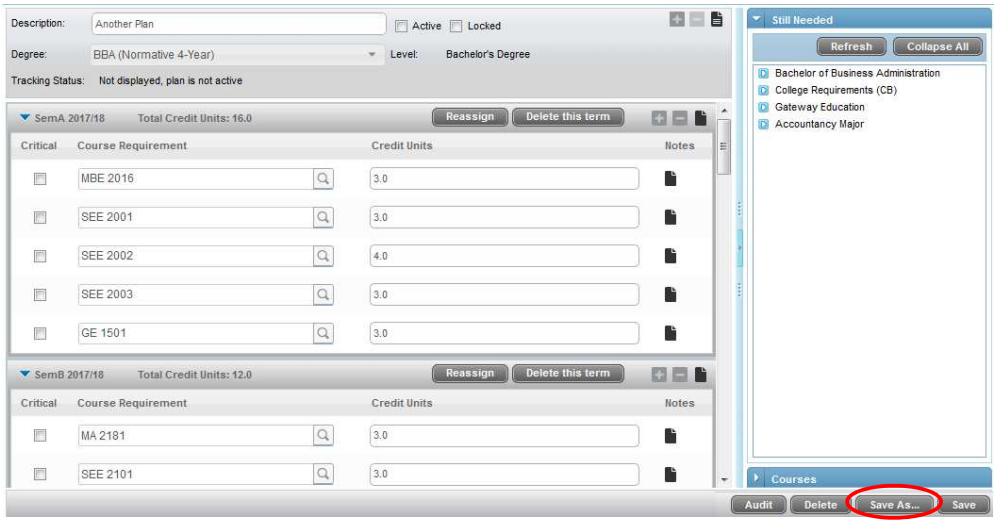

- A locked active plan must be unlocked by advisor first before you can make further changes to the plan.
- You may save another inactive plan to make further changes. After updating your new plan, you can meet with your advisor to review it and your advisor can change your new plan as an active one.

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Create a New Plan Based on Template

A template is provided by academic units and is the most useful for you **when you have been just allocated a major after the major allocation exercise**. You can based on the recommended study plan template and modify it freely to pace your study and discuss with your advisors.

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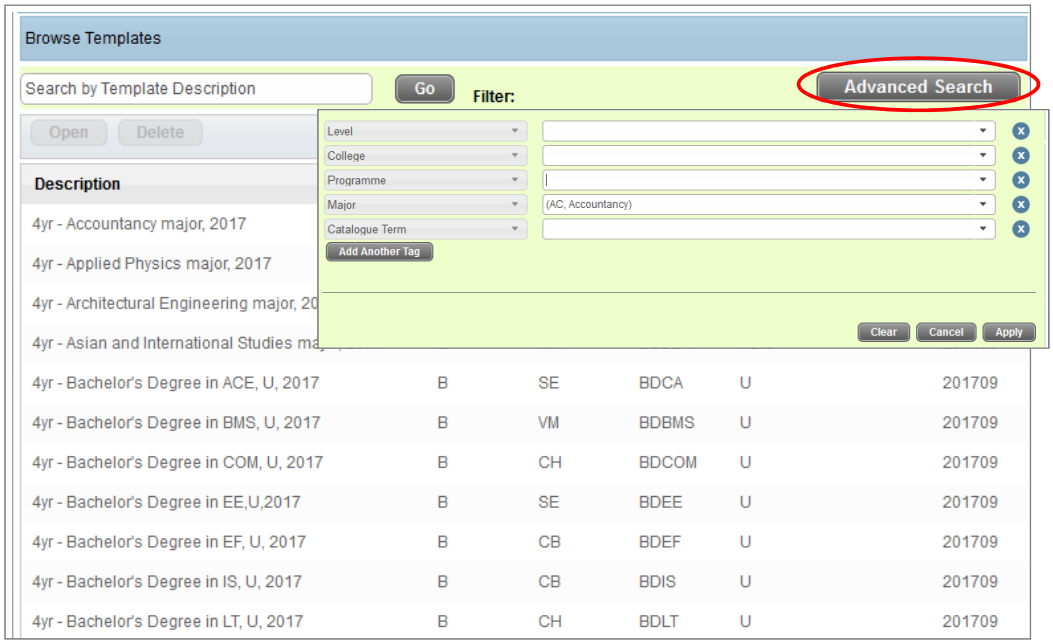

- Click “Advanced Search” on the upper right corner and choose a major from the list.
- Click “Apply” to conduct the search.

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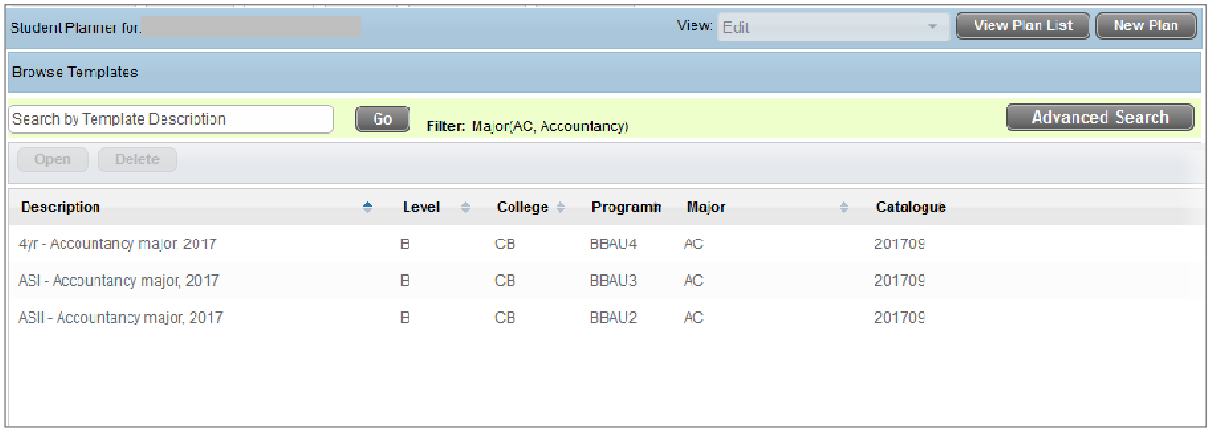

- The search results all matched templates. Double click the chosen template.

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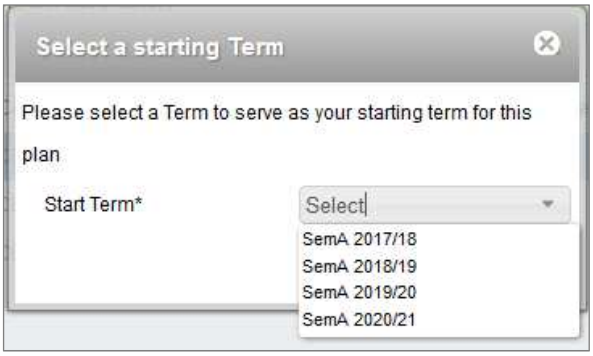

- Select a start term of the template. Normally, the start term will be the effective term of your assigned major.

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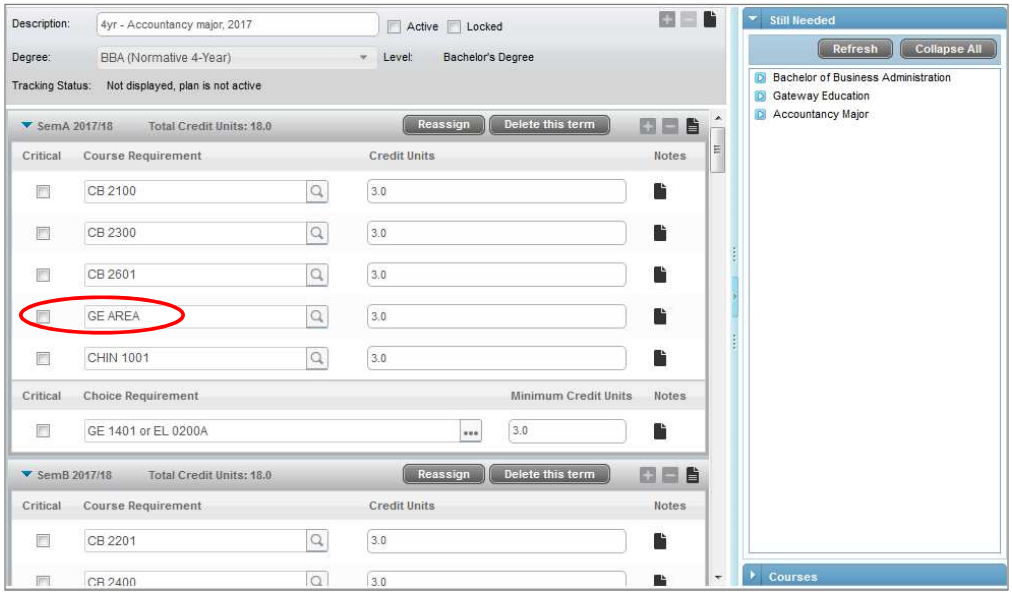

- You can modify your plan. For example, you can change “GE AREA” to one of the GE courses you decide to take in the planned term.

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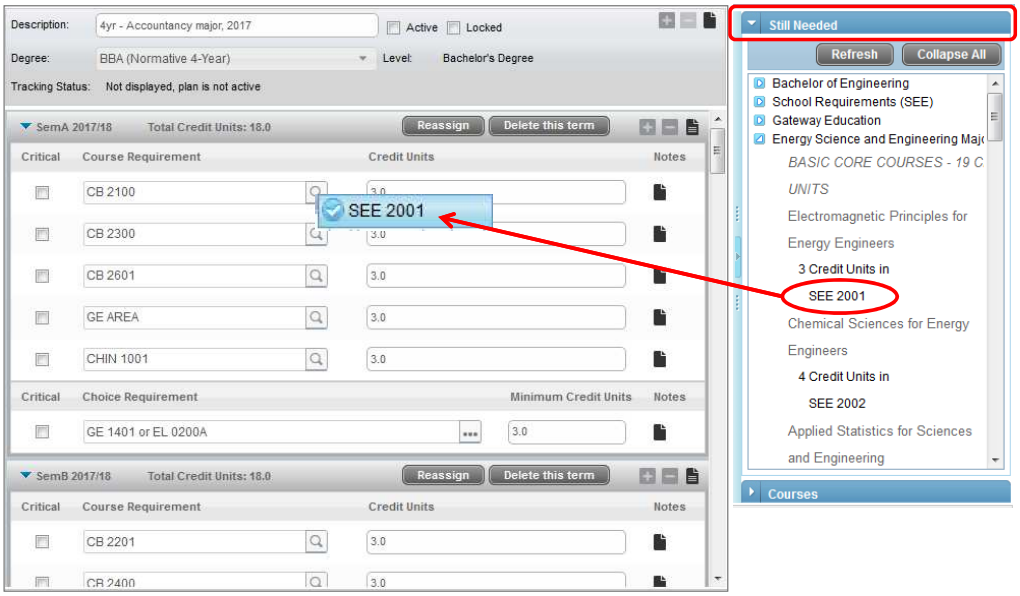

- You may pick a course from the “Still Needed” menu on the right and drag it to the correct term.

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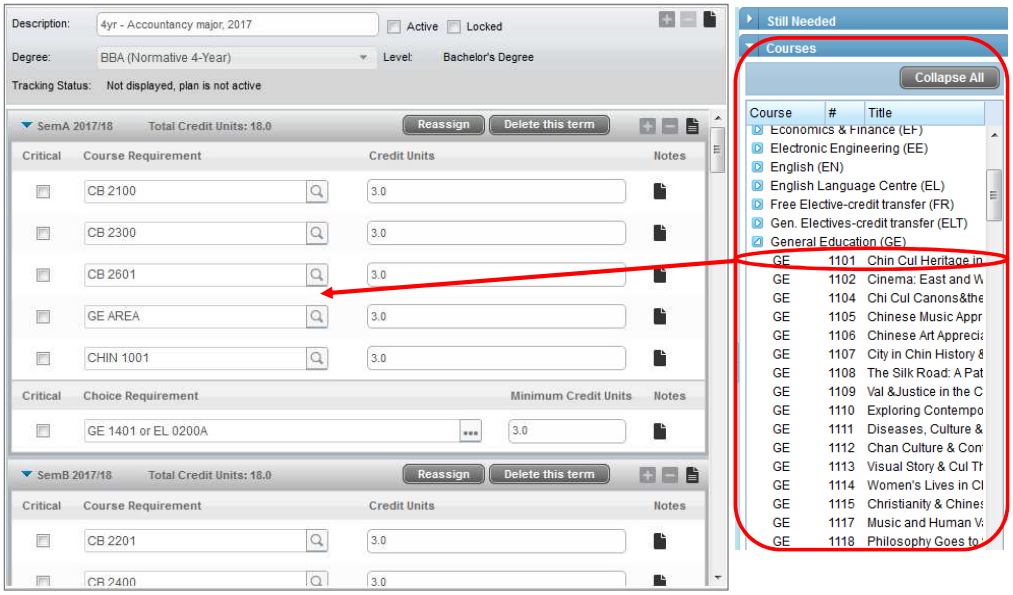

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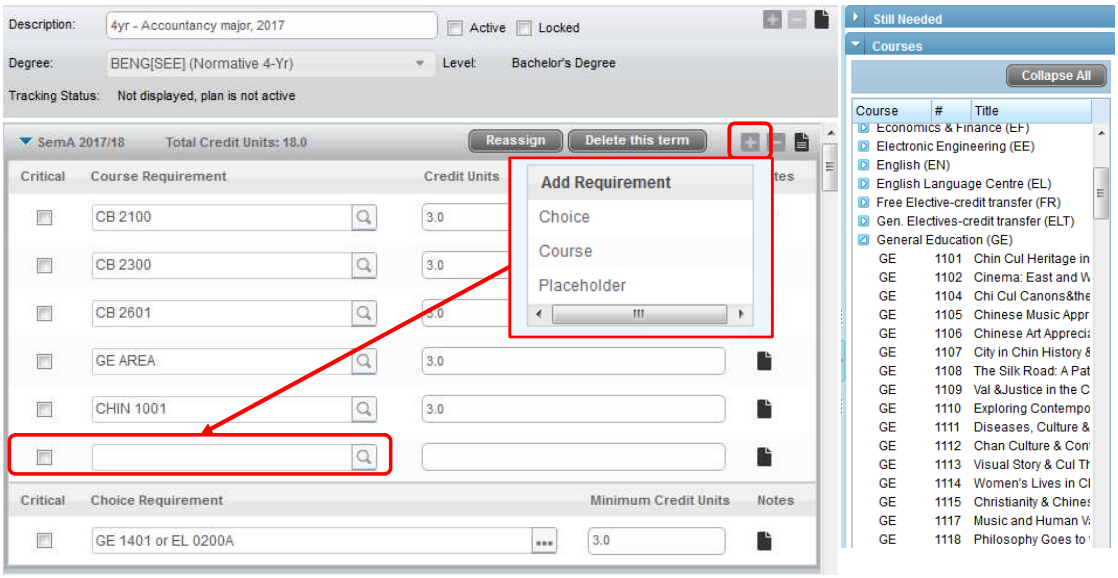

- You may directly type in the course. Add a “Course” requirement by clicking the “+” icon to enable the option.

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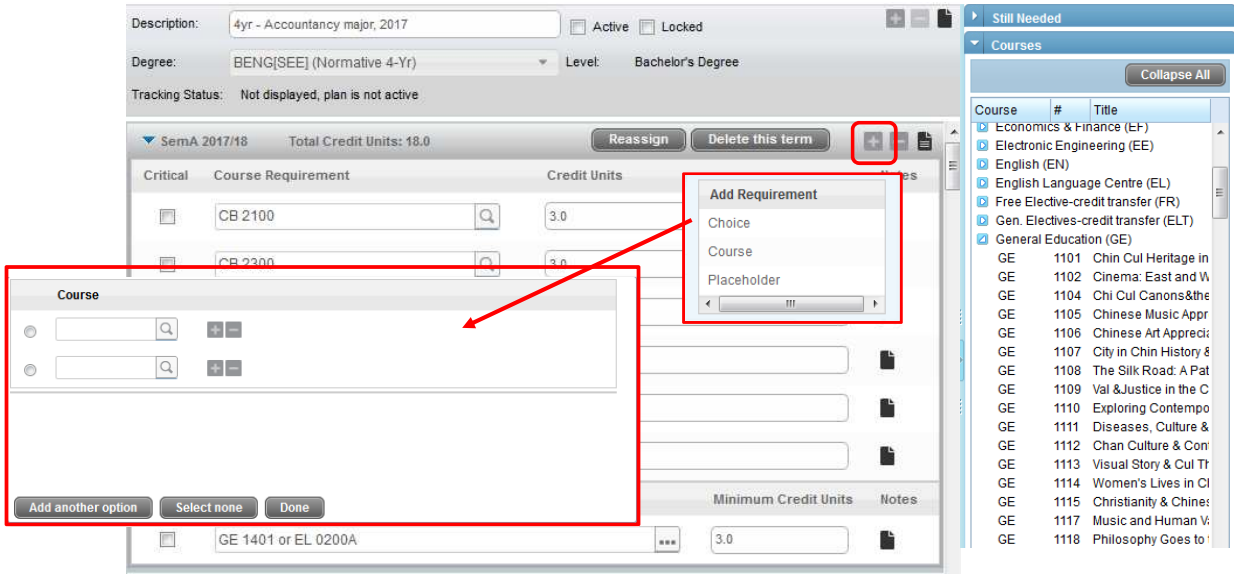

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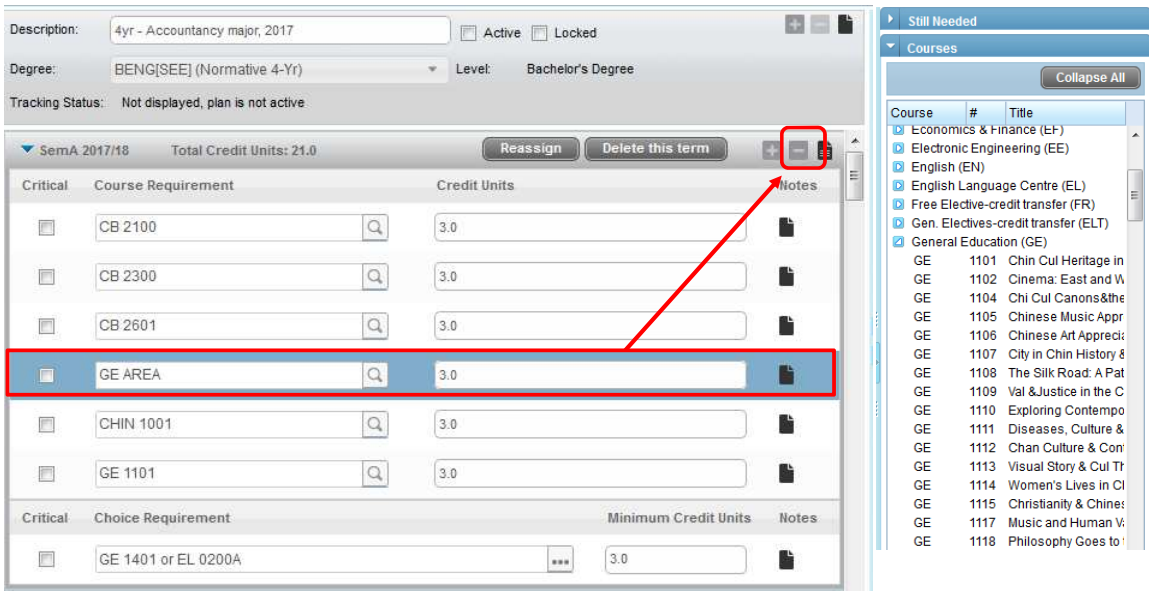

- If you wish to remove the course from the plan, you can select the course and click the “-” icon.

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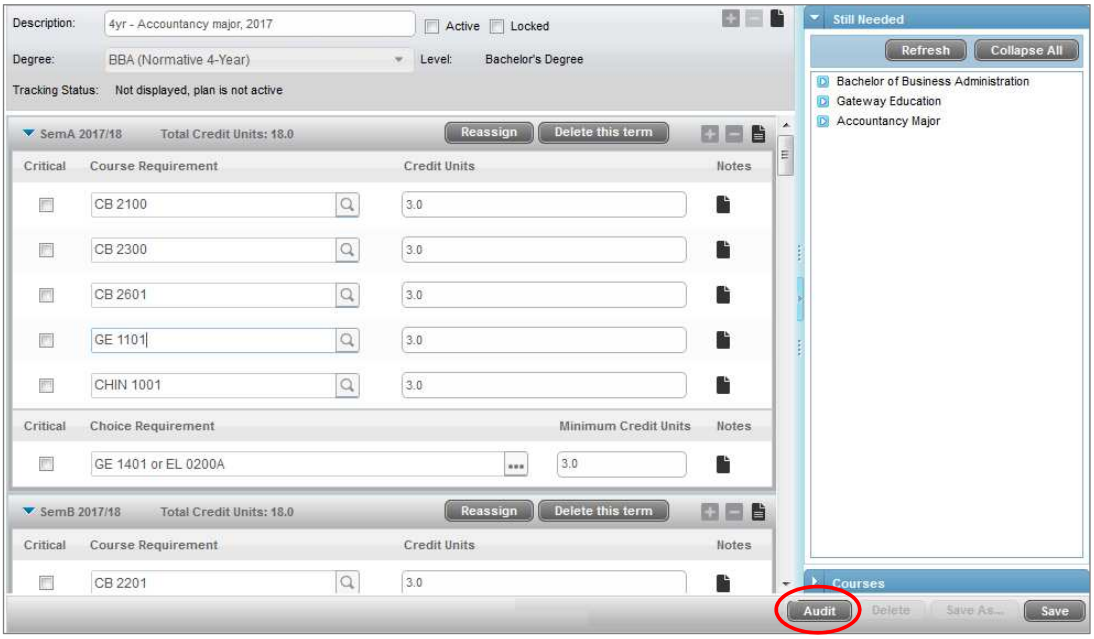

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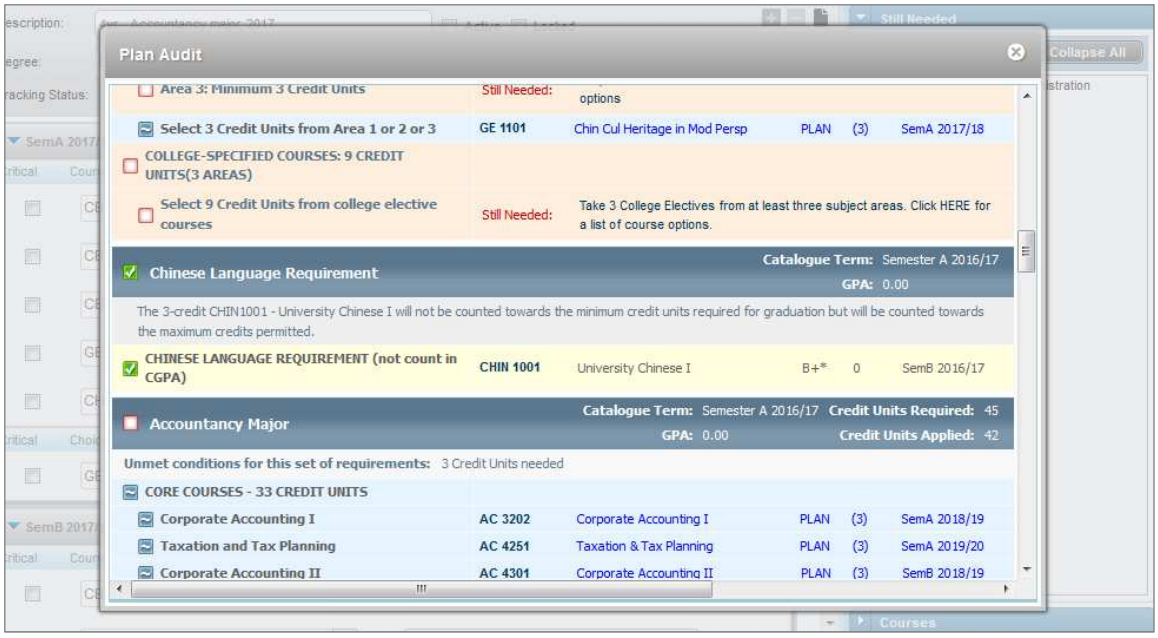

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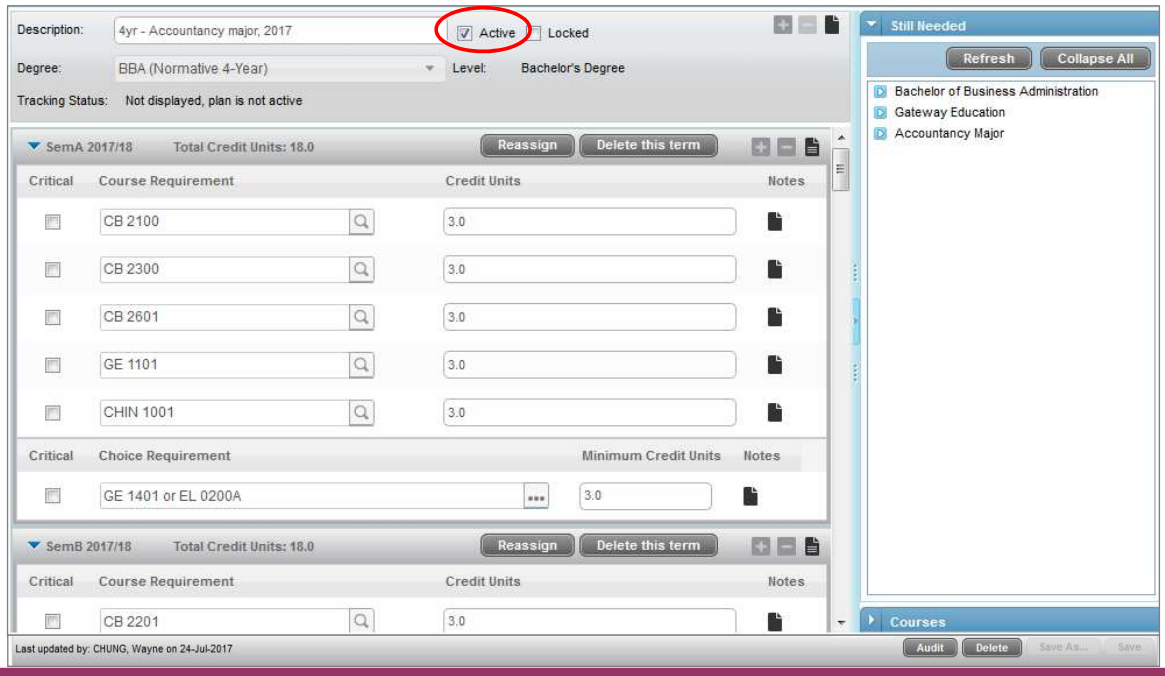
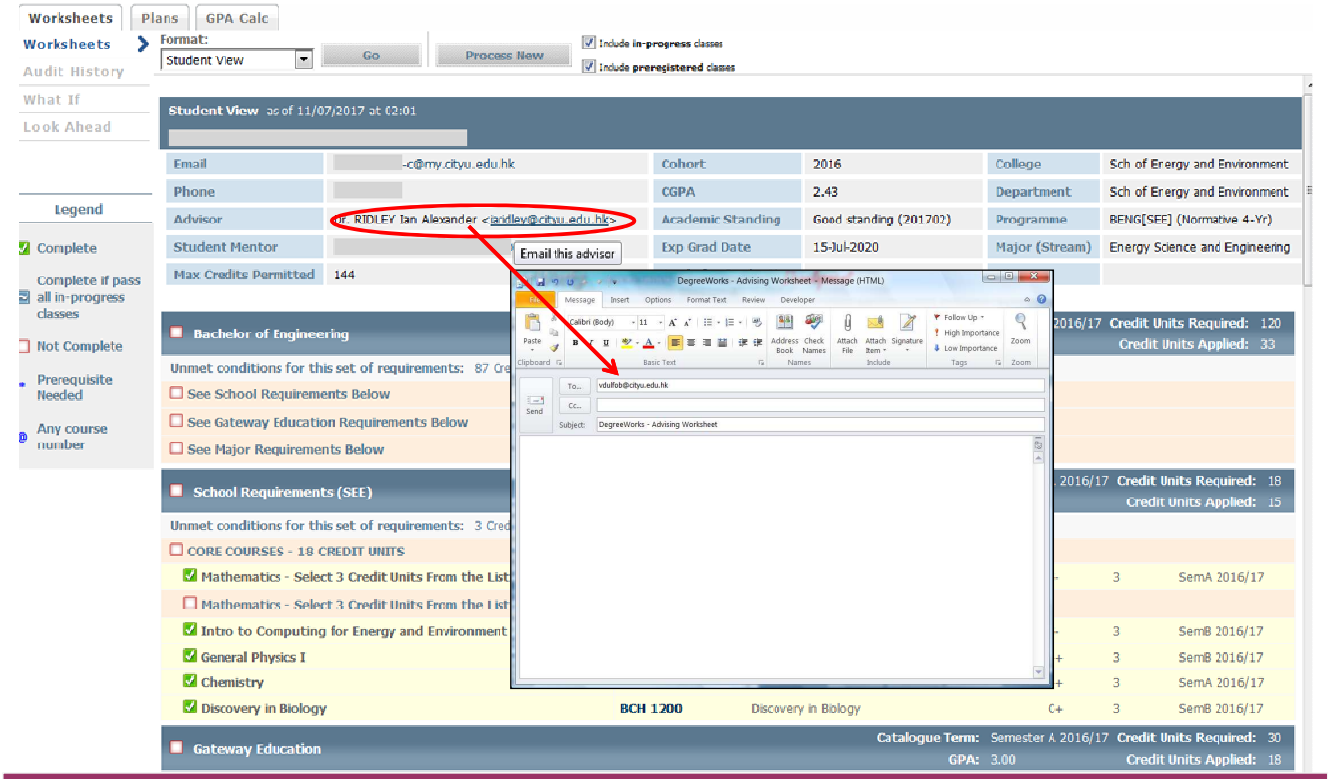


- Before saving your plan, remember to check the "Active" box to enable this plan as a default plan. *(i.e Other plans will become inactive automatically.)*



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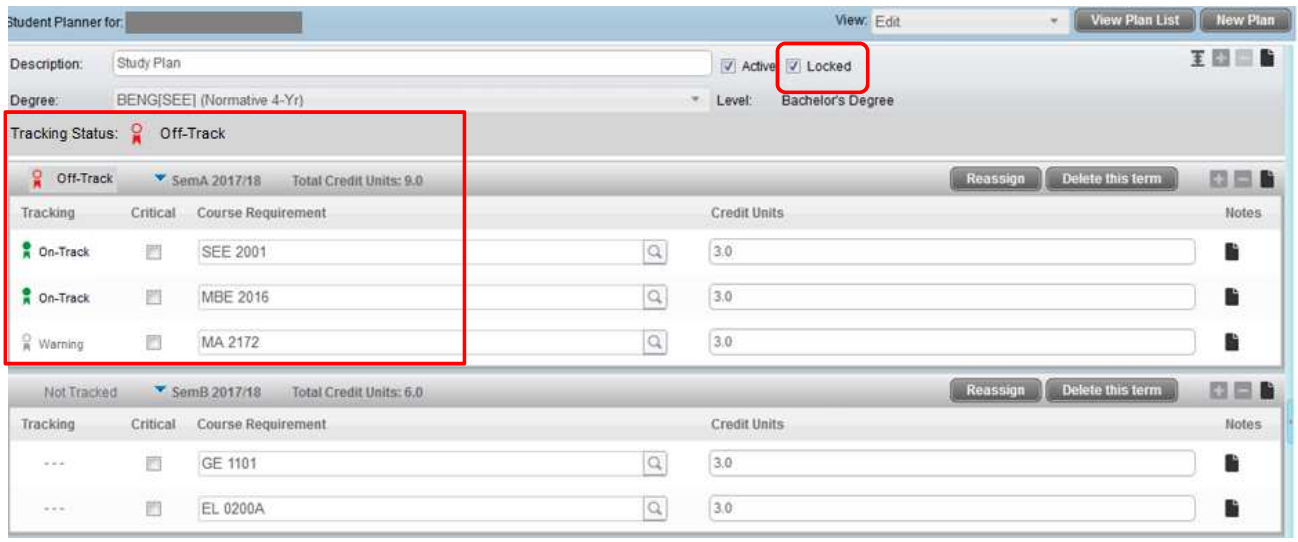

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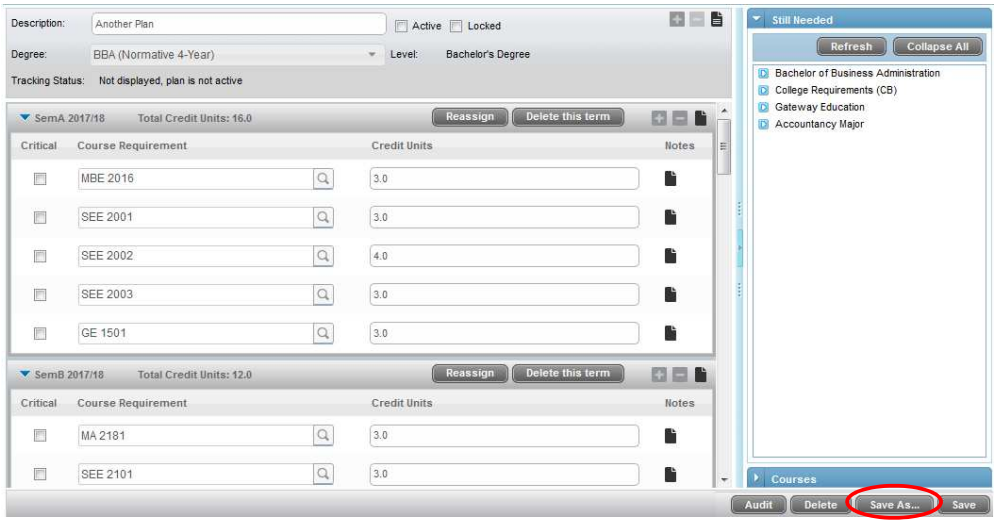

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- You may save another inactive plan to make further changes. After updating your new plan, you can meet with your advisor to review it and your advisor can change your new plan as an active one.

End

If you require assistance in using the Plans, please contact the Academic Regulations and Records Office. Consult your Advisor if you have questions in planning your studies.